



CANAAN BAPTIST CHURCH
"The Gem of Germantown"

2026 Ministry Budget Request Form

Please use this form to outline any expenses your ministry expects to incur
between January 1, 2026 and December 31, 2026

Name of Ministry: _____

Servant Leader's Name: _____

Servant Leader's Phone & Email: _____

Servant Leader's Signature: _____

Date Submitted: _____

Sections Completed (Check At Least One)

- ☐ Section A: Supplies & General Expenses
- ☐ Section B: Events & Activities
- ☐ Multiple Forms Attached

Instructions

This form has two sections: **Section A** for Supplies & General Expenses and **Section B** for Events & Activities. Use each section as appropriate to outline your anticipated expenses for 2026. If necessary, you may use multiple forms. You **MUST** complete columns A through F for each expense/event.

Notes: (1) Your approved allocation may not be equal to your requested amount; (2) Your event date may need to be adjusted due to facility availability or other factors; (3) If your allocation is approved, regardless of amount, a lead time of 45 calendar days is needed to process a request for funds or reimbursement.

Section A: Supplies & General Expenses

Use this section to outline all anticipated general expenses for 2026. Examples include supplies, equipment, subscriptions, etc. (If necessary, attach multiple forms)

A	B	C	D	E	F	BUDGET COMMITTEE
Expense	Reason for Expense	Type (One-Time or Recurring)	Expected # of Attendees	Requested Budget Amount	Expected Revenue (If Any)	Approved Allocation
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
TOTALS FOR 2026				\$	\$	\$



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Section B: Events & Activities

Use this section to outline all planned/scheduled events for 2026. All events must be approved by the Senior Pastor. (If necessary, attach multiple forms)

A	B	C	D	E	F	BUDGET COMMITTEE
Name of Event/Activity	Reason for Expense	Requested Date	Expected # of Attendees	Requested Budget Amount	Expected Revenue (If Any)	Approved Allocation
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
TOTALS FOR 2026				\$	\$	\$

Approvals - For Budget Committee Use ONLY

Budget Committee Approval: _____

Date Received: _____

Trustee Chair/Director of Operations: _____

Total Allocation: \$ _____

Senior Pastor: _____