

Religious Life and Learning
Program Request Proposal
Adult Learning Council

The *Adult Learning Council* oversees all education and spiritual searcher programs in the life of the church. Given demand for staff, facility, committees, volunteers and office support, the Adult Learning Council requests that anyone suggestion the development of potential church-sponsored programs develop a written program proposal containing the following information:

1. Name and contact information for person submitting the proposal.

2. A Program Description, including leadership and learning objectives.

3. Briefly describe how you believe this program fits into the Mission, Vision and Beliefs of First Community Church, or the emphases of The Adult Learning Council as you know them.

4. Does this program build on a previous program, and if so, how? What appeal would it have to participants of the previous program? *And/or, who do you think this program will appeal to? Submit the names of at least five people you know would participate. How do you plan to recruit other participants?*

5. Propose a timeline: one-time event or a series? Starting and ending dates? Projected time and day of the week when held? Etc.

6. Is a special curriculum or book to be used?

7. Are there any budget considerations? If so, how will costs be covered?

8. What are your space needs? Do you have a specific room request?

9. Suggest an appropriate Program Staff liaison.

10. Any other information you feel is important for the council to know as they consider the proposal.

For consideration by the Adult Learning Council at their regular meeting the second Monday of each month, August-June, submit proposal by the first Monday of the month to the Office of Religious Life and Learning, c/o Natalia Jones, 3777 Dublin Road, Columbus OH 43221, or email in a word document to njones@fcchurch.com