



SBCAA

ACTIVITY WORKFLOW INFOGRAPHIC - MARCH 2026

Step 1: Concept & Inspiration



Partner identifies a new idea for a specific church activity or project.

Step 2: Formal Submission



The Partner submits an official activity request form to initiate the approval process.

Step 3: Leadership Review & Project ID



Project Management Lead & Pastor



Upon approval, PM lead issues a unique Project ID number required for all subsequent steps.

Path 4A: Announcement Only



Use this if only an announcement video and voicover are needed without additional church resources.



SCAN FOR ANNOUNCEMENT

Path B: Full Project Coordination



Use this for coordination between multiple ministries, ongoing support, or external collaboration.



SCAN FOR PROJECT COORDINATION

NOTE:: Choose Your Path(s) (Project ID Required)

Based on the project scope, the partner must now submit one or both forms.

Step 5: Ministry Outreach & Execution



Applicable ministries reach out to the Partner, PM, and Pastor to finalize details and obtain final approvals to complete the request.