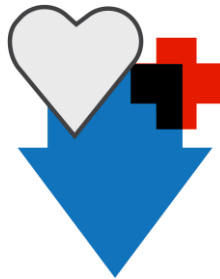


2021 Church Budget Template

Start the new year with a faith-filled financial plan

How to Write a Church Budget

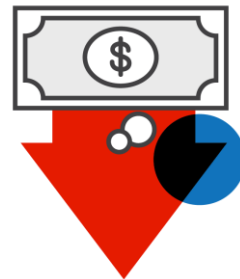
A church budget lines up the
MONEY COMING IN



This includes things like:

- Offerings
- Donations
- Dues
- Facility Rentals
- Trust Funds
- Investments
- Bequests

....against the
MONEY GOING OUT



This includes things like:

- Facilities
- Staff
- Debt
- Ministry Expenses
- Apportionments (WEF and Fair Share)
- Benevolence
- Savings

↑ Project these numbers with historical data ↑

\$ Total Income = \$ Total Expenses

These totals should be equal

Income

Start your budget by pulling in your income from the last year. If you have multiple years to look at, do you detect an upward or downward trend? That will factor into how you set your budget goal. Once you've audited all of your sources of income and considered your trending revenue for the last few years, it's time to set a projected income from each source and a total for the year.

2020

	Source	Amount
	Offerings	
	Donations	
	Dues	
	Facility Rentals	
	Trust Funds	
	Investments	
	Bequests	
	TOTAL	

2021

	Source	Expected Amount
	Offerings	
	Donations	
	Dues	
	Facility Rentals	
	Trust Funds	
	Investments	
	Bequests	
	TOTAL	



Expenses

Now that you have your projected income, it's time to plan for expenditures. Before you break your expenses down into the categories below, take a look at where you spent your income from last year and see where you may need to adjust.

	Missions	Month	Annual
Percentage of Budget ____%			
	World Missions		
	WEF (5.5%)		
	Mission Specials		
	Fair Share (8%)		
	Local Compassionate Min.		
	Activity A		
	Activity B		
	Activity C		
	Activity D		
TOTAL MISSIONS			

	Salaries	Month	Annual
Percentage of Budget ____%			
	Senior Pastor		
	Executive Pastor		
	Worship Pastor		
	Small-Group Pastor		
	Finance Director		
	Education Pastor		
	Youth Pastor		



	Operations Director		
	Outreach Pastor		
	Children's Pastor		
	Stewardship Pastor		
	Missions Pastor		
	Associate Pastor		
	Creative Director		
	Director of Communications		
	Technology Director		
	Education Pastor		
TOTAL SALARIES/BENEFITS			

	Discipleship/Education	Month	Annual
Percentage of Budget ____%			
	Sunday School Material		
	Vacation Bible School		
	Youth Ministry		
	Discipleship/Bible Studies		
	Women's Ministry		
	Children's Ministry		
	Senior Adult Ministry		
	Other		
	Other		
	Other		
	Other		
	Other		
	Other		
	Other		
	Other		
Discipleship/Education Total			



Music/Worship		Month	Annual
Percentage of Budget ___%			
	Music		
	Christmas Program		
	Easter Program		
	Special Events		
	Instruments		
	Other		
	Other		
	Other		
MUSIC/WORSHIP TOTAL			

Evangelism		Month	Annual
Percentage of Budget ___%			
	Evangelism Training		
	Revival Expenses		
	Special Events		
	Media		
	Advertising		
	Other		
	Other		
	Other		
TOTAL EVANGELISM			

Facilities		Month	Annual
Percentage of Budget ___%			
Debt Retirement			
	Loan #1		
	Loan #2		



Utilities

	Electric/Gas		
	Water		
	Telephones		
	Other		

Insurance

	Building/Facilities		
	Liability		
	Other		

Repairs/Upkeep

	Facility Repair/Upkeep		
	Other		

Custodial

	Supplies		
	Salaries		
	Personnel Insurance		
	Social Security		
	Retirement		

Office Expenses

	Office Supplies		
	New Equipment		
	Equipment Repair/Upkeep		
	Computer Expenses		

TOTAL FACILITIES			
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Savings**Month****Annual**

Percentage of Budget ___%			
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TOTAL		Month	Annual
Missions - __%			
Salaries/Benefits - __%			
Discipleship/Education - __%			
Music/Worship - __%			
Evangelism - __%			
Facilities - __%			
Savings __%			
BUDGET TOTAL			

Totals

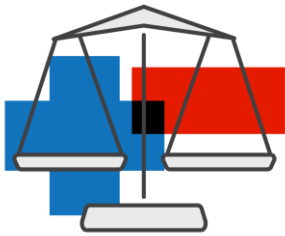
When your income and expenses match, you have a budget. Congratulations!

Total Expected Income	Total Expenses
\$	\$



Church Budget Tips

AUDIT



Assess shortfalls and surpluses every quarter.

KEEP IT OPEN



Make your budget available to your church.

HAVE FAITH



Your budget reflects sound judgement and trust in God.

GO MOBILE



Make it easy for your church to use a [mobile giving solution](#).

This information came from PushPay, a mobile giving solution for churches. Other online giving solutions include Kindred, Tithe.ly, and donors' bank online bill pay option.

Discover how you can increase connection and momentum in your ministry with one powerful suite that helps you encourage giving, nurture community and share your message easily, simply, and securely.

[LEARN MORE](#)

