

ONE-YEAR



MINISTRY PLAN

“...SERVE ONE ANOTHER HUMBLY IN LOVE”

Galatians 5:13

Ministry Name:

Ministry Leader:

Pastoral Support:

Plan Year:

Then the Lord answered me and said:
 “Write the vision and make it plain on tablets, that he
 may run who reads it.

For the vision is yet for an appointed time; but at the
 end it will speak, and it will not lie. Though it tarries,
 wait for it; because it will surely come, it will not tarry.
 Habakkuk 2:2-3

TABLE OF CONTENTS

Ministry Vision	2
Ministry Mission	3
Ministry Values	4
Ministry Demographics	5
Ministry Services	6
Ministry Description	7
Ministry Goals	8
Ministry Operations	9
Ministry Measurements	10
Ministry Organizational Chart	13
Ministry Participating Servants	15
Ministry Servant Needs	16
Ministry Marketing Plan	17
Ministry Financial Plan	18
Resource Needs Assessment	19
Synergistic Ministry Opportunities	20

MINISTRY VISION

WHAT will the ministry become? HOW will it look?

Write the VISION God has given you for the ministry.

MINISTRY MISSION

What is the PURPOSE of the ministry?

Write the MISSION for the ministry.

MINISTRY VALUES

What STANDARDS will you uphold in the ministry?

Write and define the VALUES for the ministry.

1.

2.

3.

4.

5.

CORE VALUE

What will the ministry be KNOWN for?

In 5 or 6 words, write one (1) CORE VALUE for the ministry.

MINISTRY DEMOGRAPHICS

WHO does the ministry serve? Who is its TARGET DEMOGRAPHIC?

Describe the typical or ideal recipient(s) of the ministry's service(s).

MINISTRY SERVICES

What SERVICES will the ministry provide?

Describe the SERVICE the ministry will provide.

MINISTRY DESCRIPTION

Give a 30 second DESCRIPTION of the ministry?

FIRST: Write 15 words DESCRIBING the target audience what's in it for them.

SECOND: Write an additional 15 words continuing the conversation of the benefits of the ministry to the target audience.

THIRD: Add 15 additional words continuing the conversation more by incorporating the ministry tag line (ex. “Reaching the Lost and Teaching the Found”).

MINISTRY GOALS

What are the *specific, measurable, attainable, realistic and timed* GOALS for the ministry?

GOAL(S)	COMPLETION DATE	COMPLETED YES/NO
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1.		
2.		
3.		

1.		
2.		
3.		

1.		
2.		
3.		

1.		
2.		
3.		

MINISTRY OPERATIONS

What PROCEDURES will the ministry implement to ensure proper execution of its Vision and Values?

Provide a LIST of all Standard Operating Procedures (SOPs) for the ministry.

You should utilize the Standard Operating Procedure Template to document, in detail, each ministry procedure.

MINISTRY MEASUREMENTS

What are the KEY MEASUREMENTS that indicate the ministry's effectiveness?

KEY MEASUREMENT	MEASUREMENT METHODS	FREQUENCY		
		MONTHLY	QUARTERLY	ANNUALLY

MINISTRY ORGANIZATIONAL CHART

Please refer to the Organizational Chart in the
PowerPoint Presentation document.

MINISTRY SERVANTS

WHO is currently involved in the ministry?

NAME	ROLE	PHONE	E-MAIL
		H:	
		C:	
		H:	
		C:	
		H:	
		C:	
		H:	
		C:	
		H:	
		C:	
		H:	
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		C:	
		H:	
		C:	
		H:	
		C:	
		H:	
		C:	

MINISTRY SERVANTS
CONTINUED

NAME	ROLE	PHONE	E-MAIL
		H:	
		C:	
		H:	
		C:	
		H:	
		C:	
		H:	
		C:	
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MINISTRY SERVANTS
CONTINUED

NAME	ROLE	PHONE	E-MAIL
		H:	
		C:	
		H:	
		C:	
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		C:	
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MINISTRY SERVANT NEEDS

What additional PEOPLE RESOURCES are needed to accomplish the ministry's goals?

“...just as the Son of Man did not come to be served, but to serve and to give His life as a ransom for many.” Matthew 20:28 (NKJV)

MINISTRY POSITION:

OF SERVANTS NEEDED:

PURPOSE OF POSITION:

SKILLS & GIFTS NEEDED:

MINISTRY POSITION:

OF SERVANTS NEEDED:

PURPOSE OF POSITION:

SKILLS & GIFTS NEEDED:

MINISTRY POSITION:

OF SERVANTS NEEDED:

PURPOSE OF POSITION:

SKILLS & GIFTS NEEDED:

MINISTRY POSITION:

OF SERVANTS NEEDED:

PURPOSE OF POSITION:

SKILLS & GIFTS NEEDED:

MINISTRY SERVANT NEEDS CONTINUED

“...just as the Son of Man did not come to be served, but to serve and to give His life as a ransom for many.” Matthew 20:28 (NKJV)

MINISTRY POSITION:	
# OF SERVANTS NEEDED:	
PURPOSE OF POSITION:	
SKILLS & GIFTS NEEDED:	

MINISTRY POSITION:	
# OF SERVANTS NEEDED:	
PURPOSE OF POSITION:	
SKILLS & GIFTS NEEDED:	

MINISTRY POSITION:	
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PURPOSE OF POSITION:	
SKILLS & GIFTS NEEDED:	

MINISTRY POSITION:	
# OF SERVANTS NEEDED:	
PURPOSE OF POSITION:	
SKILLS & GIFTS NEEDED:	

MINISTRY MARKETING PLAN

What additional PEOPLE RESOURCES are needed to accomplish the ministry's goals?

“...just as the Son of Man did not come to be served, but to serve and to give His life as a ransom for many.” Matthew 20:28 (NKJV)

METHOD	INITIAL EXECUTION DATE	FREQUENCY
Website		
Bulletin Announcements		
Voice Announcements		
Screen Announcements		
Table Solicitations		
E-mail Announcements		
Other:		
Other:		
Other:		

What will differentiate the ministry?

What value-added services will the ministry offer?

What materials will be utilized to market the ministry?

Will the ministry market to individuals outside of the church? If yes, how?

Will there be costs for the ministry's services? If so, how will the ministry establish and communicate the costs?

FINANCIAL PLAN • FINANCIAL NEEDS

This form summarizes planned revenue and expenses. Attach a more detailed budget if applicable.

A. Current Cash Balance in Ministry (Church account, ministry bank acct., petty cash, etc.)		\$ _____
B. Anticipated Revenue (From fundraising efforts, donations, dues, grants, etc.)		(+) \$ _____
Income Sources	Amount	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Anticipated Revenue	\$ _____	
C. Operating Capital Needed (Annual costs of ministry operations.)		(-) \$ _____
Expense Categories	Amount	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Anticipated Expenses	\$ _____	
D. Budget Surplus/Deficit [B-C]	\$ _____	
E. Projected End-of-Year Balance [A+D]		\$ _____

RESOURCE NEEDS ASSESSMENT

What RESOURCES does the ministry need to function in excellence?

SYNERGISTIC MINISTRY OPPORTUNITIES

What other ministries share an interdependency or connectivity with the ministry?

SYNERGISTIC MINISTRIES	SYNERGISTIC OPPORTUNITY & HOW THE MINISTRIES WILL WORK TOGETHER