

Ministry Action Planning Tool

- **HPC exists to be a community growing in Christ through worship, study, and service.**
- **HPC's Core Values are: participating in liturgically-based Worship & Music, Learning & Growing in faith, Caring for one another, Helping those in Need, Coming Together in Fellowship.**
- **HPC seeks to support each other and those of the surrounding community through life's challenges in order for the gracious love of God to be experienced.**

Name of Ministry being Planned:

Point Person:

Ministry Objectives (including how this ministry ties with HPC's reason to exist & fulfills HPC's difference sought in others' lives):

Action steps:

Communication Plan/Dates to be Publicized:

Desired outcome:

Resources needed:

Timeline/Completed By:

Budget:

Evaluation:

- 1) **Ministry Objectives.** Each ministry leader develops their plans and shares how their ministry will accomplish these objectives and goals that will support the reason this church exists and the difference sought by this church in people's lives.
- 2) **Desired Outcome & Metrics.** What do you want to see happen as you accomplish this objective? How will you measure it? How will you know that you've succeeded? What difference will be made in people's lives?
- 3) **Action Steps.** What's the game plan to accomplish this objective? What are the key steps you need to develop?
- 4) **Point Person.** Who's in charge of getting this done? If one person's name is on too many of these, it's a potential indicator that leaders are not being developed and equipped. (AIM = *ALL* may not be *In Ministry*).
- 5) **Communication Plan/Dates to be Publicized.** What forms of communication will be used regarding this event/ministry (church sign, bulletin announcements, weekly email blast, newsletter, website, Facebook page)? Who will prepare and implement the communication plan and by when – including getting information to church office and getting date put on church calendar?
- 6) **Completed By.** This should have two sets of dates. Dates for each action step and the date for the objective to be completed. Then (with support help as needed) the ministry leader will do the necessary backwards planning to accomplish the objective.
- 7) **Budget.** What financial resources will this require, and is it allocated in your annual budget? If not, where will the money to carry out this come from?
- 8) **Evaluation.** Who will complete an evaluation of this ministry after using the Ministry Evaluation Tool and what date will it be completed?