



# Strategic Planning Guide for Ministry Leaders



Helping you locate your place of service in FCC.

Many of the best ministry ideas come when a few people recognize a need, care about that need being met and then take personal ownership to see it done. This works so well because those few people are passionate about that ministry. It may not be anything formal or very well organized, but it is filled with life and love and a lot can be done with those two qualities!

But those qualities *alone* can only take a ministry so far. What happens when there's more work to be done than what those few initiators have time for or abilities in? What happens when new needs and ideas arise that were never part of the original plan? What guidance is in place to make sure the ministry stays focused on serving God's purposes? That is what a strategic plan is for.

**A STRATEGIC PLAN keeps a ministry focused; it sustains the ministry's vision and provides direction for growth and guidance for new members.**

## Contents of this Packet

<u>Pages</u>	<u>Content</u>
2.....	<b>How to Start a Ministry</b>
3.....	<b>Strategic Planning Overview</b>
4-7.....	<b>Strategic Planning Worksheets</b>
8-9.....	<b>Sample Strategic Plan</b>
10.....	<b>Sample Ministry Description</b>
11.....	<b>Sample System</b>

## How to Start a Ministry at Faith Community Church

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The leadership team of Faith Community Church is always interested in considering new ministries in the church that promote the overall mission of the church, which is to **bring people to faith and maturity in Christ**. Our mission is based on biblical commands and priorities that are summarized by:

**The Great Commission**— *“Then Jesus came to them and said, ‘All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age’” (Matthew 28:18-20).*

**The Great Commandments**— *“Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments’” (Mathew 22:37-40).*

Ministries at Faith Community are done in teams with a committed leader, so if you are interested in leading a new ministry of the church, here’s what you need to do:

- 1) Go through the GPS process if you haven’t already. It starts with the Discovery workshop offered monthly.
- 2) With your GPS consultant, determine which staff member would provide oversight for your ministry and schedule a meeting with him/her.
- 3) If that staff member agrees that this ministry promotes the mission of Faith Community Church and that you’re the person to get it started, then you’ll work with that staff member to form a strategic plan for your team.



*Helping you locate your place of service in FCC.*

The **Faith Community Ministry Guide** gives an overview of the church’s leadership structure and a list of all the church ministries and their leaders.

Your ministry’s strategic plan is, in many ways, a learning process. It forms in progressive steps like building blocks and it will need revisions at least annually. Below is a brief description of the essential components of a strategic plan, followed by some worksheets to help you in the process.

- I. **Determine Your Core Values**—*Why should this be a ministry of Faith Community Church?*
- II. **Write A Mission Statement**—*What does this ministry do?*
- III. **Form A Team Structure**—*What needs to happen for this ministry to fulfill its mission and who will do it?*
- IV. **Set Objectives and Goals**—*What is this ministry’s vision and what steps do we take to get there?*
- VII. **Record Operations**—*What are the logistical needs for doing this ministry?*

## BUILDING BLOCKS OF A STRATEGIC PLAN



## Strategic Ministry Planning

### **Core Values**

You are answering the question: *Why this ministry?*

1. What need(s) is this ministry is going to meet?
2. How will this ministry help to bring people to faith and maturity in Christ?
3. What are the biblical values and/or biblical verses that inspire this ministry?

### **Mission Statement**

You are answering the question: *What does this ministry do?*

- Ask yourself: which of the five purposes of the church does this ministry focus on and how? (Worship, Fellowship, Discipleship, Ministry, Outreach)
- A mission statement should be general enough to cover everything this ministry does, yet specific enough to exclude what it doesn't do and short enough to remember.

The mission of (this ministry) is to...



## Strategic Ministry Planning

### **Long-term Objectives**

You are answering the questions: *What is this ministry's vision and what steps do we take to get there?*

Within the next three years, we want to:

### **SMART Goals**

**S**pecific—not broad or general, but something you can clearly pinpoint.

**M**easurable—worded so you can clearly tell if the goal has been met.

**A**ccountable—who will help me stay focused on achieving these goals?

**R**ealistic—can be achieved if focus, effort and prayer is given to it.

**T**ime Related—by what date will this be completed?

Within the next 12 months, what steps should we take toward meeting the long-term objectives. These should be prioritized:

## Strategic Ministry Planning

### Operations

You are answering the questions: *Who, What, When, Where and How?*

- Policies and Protocols: what “ground rules” and procedures do your team members need to know?
- Systems: as ministry positions are defined and *regular tasks* and *responsibilities* are organized, then step-by-step procedures should be recorded. This helps new team members “learn the ropes” quickly, without important steps forgotten, and in the case of an unplanned absence of a vital person, their responsibilities can be taken over without panic.

- Administrative Details

What are the financial needs of this ministry?

How will those be obtained and handled?

What supplies are needed?

Do we need any help from the church administration office (photocopies, postage, church building scheduling, van use, bulletin/pulpit announcements, signage, etc.)?

Completed strategic plans should be filed in the Church Operations Manual in the office and updated whenever new policies, procedures and systems are written up.

As the ministry grows, then each of the quadrants should work through these steps as well, and then *their* quadrants and so on, as it becomes helpful.

Your strategic plan is for your team, it isn't designed for advertising and promotion, which can take on a great variety of forms.

# Community Groups Strategic Plan

**SAMPLE**

## Core Values

- Community groups are simply smaller expressions of the church body, so small groups include worship, fellowship, discipleship, ministry and outreach (Matthew 28:19-20; Acts 2:42-27).
- Church members can only “be devoted to one another in brotherly love” if they care about each other and know each other’s needs. Small groups provide an atmosphere for loving relationships (Romans 12:10; Galatians 6:2).
- The Bible places a high priority on relationships. Small groups allow members to worship God, study His Word, and apply His commands with fellow believers who they know and trust.
- Small groups are a good source for accountability and mentoring relationships and for forming teams to reach out to those in physical and spiritual need.

## Mission Statement

Our community groups support each other in serving God’s purposes for our lives in our group, in our church and in our world.

## Team Structure

1. Leadership—each small group needs a leader, an assistant leader, and a host home and all of these need to be trained and given on-going support. Ministry roles: teachers/trainers (T, Ex, P, Sh), coaches (Sh, Ex), group leaders (Sh, Ex, T), assistant leaders (Sh, Ex, T), host home providers (Sv, Hospitality).
2. Lessons—weekly lessons need to guide group members in inductive Bible study, promote open discussion and be relevant to daily life. Ministry roles: writers (T, Ex), research (T, A, Sv).
3. Outreach—groups need resources and ideas to help them share Christ’s love and truth with people outside their group. Ministry roles: outreach coordinator (Ev, Sh, A).

**SAMPLE**



4. Administration—the leaders need to have their resources on time and the logistics of the ministry needs to be organized and efficient. Ministry roles: recruiters (Sh, A), host home coordinator (A), communication/resources (Sv, A), office/records (A, Sv).

\*\* Administrative needs will exist in every team and quadrant. Should administration be a separate sub-team or should it be incorporated into each sub-team/quadrant?

## Long-term Objectives (1-3 year time span)

- Have enough groups so staff members don't *have* to lead community groups by April 2004.
- Have enough leaders and groups so the beginning size of each group can be less than seven by October 2004.
- Have leaders over all four quadrants by April 2005.
- Have half of the community groups multiplying themselves at least once/year by April 2005.
- Have 50% of church membership actively involved in a small group by October 2005.

## SMART Goals (less than 1 year time span)

- Begin periodic testimonies in Sunday services from community group members or leaders in March, then ongoing.
- Have 13 groups led by trained leaders during the April – September term.
- Have a daytime group during the April – September term.
- Begin mentoring a small group coordinator by October.

## Systems

Leading a Wed group; writing a weekly lesson; orienting a new person to a group; preparing your home to host; managing the weekly attendance records.

**SAMPLE**

## Community Group Leader's Ministry Description

**SAMPLE**

### Qualifications

- “Member” of FCC, subscribes to the articles of faith.
- Actively pursuing Christian growth through church attendance, time in prayer, Bible study, serving others.
- Has a love for God and for people.
- Strives for a balance in his/her leading between “truth-telling” and “grace-giving”
- Has completed the GPS process (spiritual gifts, passion, ministry application)
- Helpful spiritual gifts: shepherding

### Responsibilities

*See “Leading A Wednesday Community Group” systems sheet.*

- Obtain (1) discussion questions, (2) prayer request sheet, each week before group time.
- Have contact with each of your group members outside of group time at least once a month (this could include a phone call, personal visit, note of encouragement, etc)
- Guide the prayer and discussion time, so that everyone can share, dominating people are kept in check, shy people are encouraged, gossip is avoided, and wrong answers are gently corrected.
- Be on time to your group's location.
- We will have periodic leadership meetings, probably once every 4-6 weeks. It is very important that you make plans to attend these.
- Contact Pastor Sean right away if you have a situation in your group that you are unsure of how to handle.
- Provide weekly reports (on web-site, by email, or on paper) to Pastor Sean.

### Commitment

- Duration: Nine months (renewable). Groups run from September - May.
- Hours/week: lesson prep 20 min; materials 20 min; contacts 20 min; lead group 110 min; report 10 min = 3 hours.

### What Can You Expect from Pastor Sean

- I will pray for you and contact you periodically to see how you and your group are doing.
- I'm available for advice, prayer, and encouragement.

### Essential Points to Remember

- Don't allow gossip or slander during prayer requests or discussion time.
- Speak the truth in love (Eph. 4:15)
- You are the group's lifeline—only you can keep things on track and edifying.
- May be necessary at times to talk to someone privately about a matter. Don't fear confrontation but see it as a needed opportunity for spiritual growth.

**Community Groups**  
*Leading a Wednesday Community Group*

**SAMPLE**

**PURPOSE:** to facilitate interaction and discussion in your small group so that true, biblical community can be experienced by each group member.

**POSITIONS INVOLVED:** Community Group Leader (see ministry description), Host Home

**STEPS:**

1. Prayer—pray for your group members, for your group time, for your leadership and for your co-leader/assistant.
2. Get Discussion Questions
  - if you have email, Pastor Sean will email you the questions and the leader’s guide by 6:00 p.m. Monday.
  - if you don’t have email, you will need to contact Pastor Sean to make arrangements to pick up the questions and leader’s guide.
3. Prepare Discussion
  - read over the questions and Bible passages and write down your own answers/thoughts.
  - supplement the provided questions with your own.
  - decide which questions you plan to spend more or less time on.
4. Print or Make Copies—you and your co-leader will each need a leader’s guide and each member will need a copy of the questions.
5. Get Prayer Request—Mary Brown will email the weekly prayer list by 5:00 p.m. Tuesday. Prepare a way to use the prayer list during your group prayer time.
6. Group Location
  - whether your group meets at your own home or elsewhere, you should be at that location and ready to greet your group members at least 10 minutes before group time.
  - you or the host home provider should make sure there are enough places to sit for the group.
  - extra Bibles and pens should be available as needed.
7. Lead Group
  - Regardless of the order, plan to use your 90 minutes close to these goals:
  - Prayer and sharing requests—25 minutes
  - Bible study/discussion—50 minutes
  - Fellowship—15 minutes
  - you have the option of doing one “all fellowship” time each month
8. Prepare for Next Week—if there are any shared responsibilities, these should be determined before people leave (e.g. bringing snacks).
9. Small Group Report—fill out your small group report (on paper, on email form, or website form) and get to Pastor Sean no later than Sunday, by Friday is preferred.