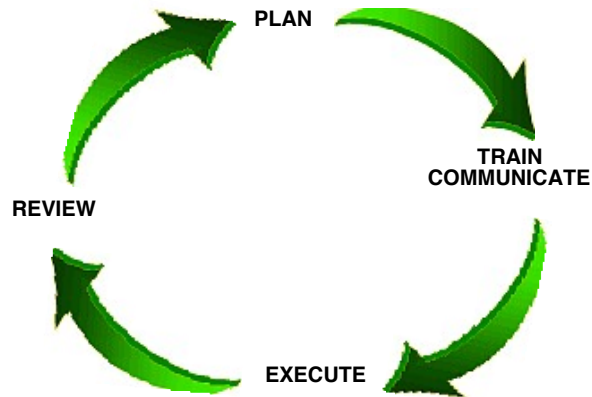


# Ministry Process Planning Tool

The four phases to effectively carry out an event/create a process:



## Planning Phase:

### Purpose and goals:

- Clarify the win: How will you know this event has been successful? What is the end result you have in mind?
- Write out your SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound):
- Describe how this event will contribute to the church's mission: to inspire people to find and follow Christ
- How will this event reflect our building blocks and values?
- What "Next Step" opportunity will you build into the plan & how will you do it?
  - Don't let it become simply a 'silo' event.
- When will you evaluate the event? Who will do it? How will you celebrate the win?

### Target group (who are you trying to reach):

### Resources needed:

- Volunteers /plan to secure team:
- Funds/how to get:
- Materials/how to secure them:
- Facilities/where and plans to secure:

## Train/communicate phase

- Promotion plan:
- Training/communication plan:
- Dates to train volunteers:

## Execute phase

- Milestones, key dates, action plans, etc.

- Include plans and dates for event evaluation
- Include dates/plans for showing appreciation to those who served (notes, calls, parties, etc.)

## Review Phase

- Dates of reviews:
- Persons who performed the reviews:

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### Look Backwards

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- Statistical summary:
- What feedback from attendees/participants do you need to remember? (attach separate sheet if needed)
- Did the event meet its intended goals/purpose? Did you 'win? ' Why or why not?
- What went really well and why?
- What didn't go well and why?

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### Look Ahead

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- If you did this again, what could you do differently next time to make it better?
- Is this evaluation simply an autopsy on something that needs to discontinue? That is, should it go on our "do not do" list?
- If it should continue, who needs to make the improvements next time and when do they need to make them/be reminded to make them?