

Procedure for Planning Ministry Reflecting Our Guiding Principles

These steps will help you plan ministry and reflect our guiding principles in your ministry projects. The listed attachments are to be used in conjunction with this procedure. All participants should have copies of these documents.

STEP 1: Begin Planning Your Project

As you begin to consider a new project, activity, or event, use the Coaching Questions for Guiding Principles, as they will assist you determining what your project is all about. As the project team discusses the coaching questions in relationship to the project, they will develop a sense of awareness of how the project will evolve and grow. The Coaching Questions will help you tailor your project, activity, or event to best reflect United in Faith's guiding principles and values.

Use the Ministry Planning Worksheet to record the responses to the coaching questions. These questions will help you determine how your program/event can reflect the guiding principles. Use your imagination in responding. Brainstorm. Do not feel constrained or limited as you strive to seek ways your program/event reflects our guiding principles. Keep responses simple. Each response should be an action item and start with a verb. Enter all responses in the appropriate text box for each guiding principle.

STEP 2: Gradually solidify your project planning

As the project development progresses toward its final state, continue to reference the coaching questions and the Ministry Planning Worksheet and make the appropriate additions, changes and enhancements to the worksheet. This is an iterative process. You may wish to review the Coaching Questions again to be sure that the project, activity, or event still reflects the guiding principles. If necessary, revisit the guiding principles, without responses, using prayer and discernment. You determine when the process is complete.

STEP 3: Finalize your project plans

When you are satisfied that the plans for your project are complete, you can copy the pertinent items from the worksheet to the Ministry Planning Report. You can share the Ministry Planning Report with your Ministry Coordinator or Pastor - **if you so desire**. Use of the Ministry Planning Report is meant to assist you in planning your project and in reflecting our guiding principles in all that the ministry does. The successful completion of the Ministry Planning Report is less important than the group discernment and conversation during the planning process for each new program, event, or activity. You might save a copy of the Ministry Planning Report for the next time you plan a similar event.

Have fun implementing your event.

Attachments:

- PGP0 Purpose & Guiding Principles
- PGP2 Coaching Questions for Our Guiding Principles
- PGP3 Ministry Planning Worksheet EXAMPLE
- PGP4 Ministry Planning Worksheet
- PGP5 Ministry Planning Report EXAMPLE
- PGP6 Ministry Planning Report (blank form)