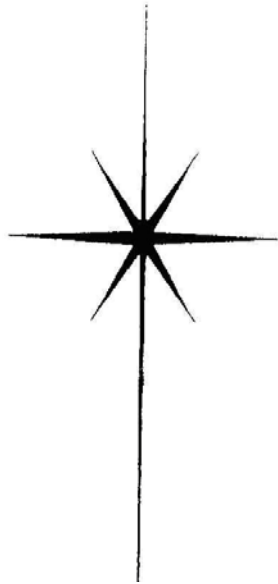


**NORTHUMBERLAND
PRESBYTERY
MINISTRY PLAN
GUIDELINES &
HANDBOOK**



DEVELOPING A MINISTRY PLAN

ONCE A MISSION STUDY HAS BEEN COMPLETED (PHASE 1) THE SESSION CAN BEGIN THE PROCESS OF DEVELOPING A MINISTRY PLAN (PHASE 2) OR THEY CAN WAIT UNTIL THEIR NEW PASTOR HAS BEEN INSTALLED AND ALLOW THE PASTOR TO WORK WITH THE SESSION TO DEVELOP THE MINISTRY PLAN.

THE MINISTRY PLAN WILL CONTAIN THE ACTION STEPS OF EACH OF THE SPECIFIC PROGRAMS THAT THE SESSION HAS DETERMINED TO BE CRITICAL IN FULFILLING THE MISSION OF THE CHURCH.

THE MINISTRY PLAN

PHASE 2 -- ENABLING THE MISSION OF THE CHURCH THROUGH INTENTIONAL MINISTRY PROGRAM DEVELOPMENT

The mission of the church is accomplished through the development of programs (desired outcomes or objectives) that correspond to the Mission, Vision and Value Statements of the approved mission study. ***A smaller congregation may want to focus on just one or two programs at a time. It is important to build upon a success rather than a failure.***

Step One: Review the Mission, Vision, Value Statements

Step Two: Review and analyze the demographics of your community: what are the needs of the people in your community and who are in the church you need to target for pastoral care and evangelization?

Step Three: Desired Program Outcomes—do they compliment your mission, vision, and value statements (prioritize: work on one or two programs depending on your resources)

- Worship (proclamation of word and celebration of sacraments)
- Discipleship (Christian Education & Bible Studies)
- Koinonia (Fellowship or community building) Hospitality
- Youth and Young Adult Ministry
- Small Groups/ Developing Ministry or Mission Teams
- Evangelism and Outreach
- Pastoral Care (sick, shut-ins, visitors,)
- Social Concerns (hungry, homeless, addicted, single, divorced, youth)

Step Four: Identify Action Steps for each key area. {Use Enabling the Program through Effective Support to create your actions steps}

Step Five: Identify Potential Issues or challenges for each key area and specific ways to overcome those challenges.

ENABLING THE PROGRAM THROUGH EFFECTIVE SUPPORT FUNCTIONS: *Support functions are created or identified in response to the programs* developed and approved by the session.*

Step One: Review the Mission, Vision, & Value Statements, and the Desired Program Outcomes and Action Steps. (*Work on one program at a time going through each of these steps*). *Identify the biblical or theological principle or premise for the event or program.*

Step Two: Identify human resources** necessary to accomplish the agreed upon goal for that specific program:

- Identify the leaders and the workers necessary to accomplish the goal
 - Ministry Team volunteers
 - Staff
 - Other
- Do you need to develop new Intentional Leadership for a specific activity
- Do you need to develop ongoing leadership for long term projects

Step Three: Identify the Financial Resources necessary to accomplish the goals of the program:

- operating budget: line item #
- Mission budget: line item #
- Unfunded: *What are the financial resources available to accomplish your goal if not in the budget?*
 - Fund Raising Activities
 - Designated Offering
 - Special Appeals
 - Other

Step Four: Identify physical and logistic resources available to accomplish your goals for that program:

- Room or Rooms needed
- Off site requirements
- Audio/visual equipment
- Recreational equipment

Step Five: Identify those who will promotion the activities and how it will be promoted and will the promotion be funded or unfunded.

- Church Secretary or someone else to put information in bulletin, newsletter, web page, or email flash.
- Person to write an article for the Newspaper or radio (free or paid)
- Someone to create a Flyer or handout and who will be responsible for circulating the flyers or handouts
- Someone to contact the other local churches

Step Six: Identify the challenges and potential Issues to make this happen and specific ways to overcome those challenges.

** Examples of Programs: VBS, Sunday School, Adult Bible Studies; Retreats, Youth activities, Music Programs, Drama Programs, Day Camp*

*** Examples of Support Functions: facility or location, Leadership development*

The following pages can be used as handouts for small or large group discussion. To facilitate the steps in writing a ministry plan—

Review and analyze the demographics of your community: what are the needs and who are the people the church needs to target for pastoral care and evangelization?

CHECK THE DEMOGRAPHICS REFERENCED IN YOUR MISSION STUDY OR GO TO:

<http://ext.nazarene.org/m3/scr/pre.exe>

http://factfinder.census.gov/home/saff/main.html?_lang=en

DO YOUR PROGRAMS MEET THE NEEDS OF THE PEOPLE IN YOUR COMMUNITY OR YOUR CONGREGATION?

REVIEW DEMOGRAPHICS

IDENTIFY THE NEEDS UN-CHURCHED IN YOUR COMMUNITY:

IDENTIFY THE NEEDS OF THE FAMILIES IN YOUR COMMUNITY

IDENTIFY THE NEEDS OF THE SINGLES, YOUNG ADULTS, AND YOUTH IN YOUR COMMUNITY

IDENTIFY THE NEEDS OF THE PEOPLE WHO WORSHIP IN YOUR CONGREGATION

Desired Program Outcomes: (do they compliment your mission, vision, and value statements)

(Do they meet the needs of your community or congregation?)

- **Worship**
(proclamation of word and celebration of sacraments)
- **Discipleship**
(Christian Education & Bible Studies)
- **Koinonia** (Fellowship or community building)
Hospitality
- **Youth and Young Adult Ministry**
- **Small Groups/**
Developing Ministry or Mission Teams
- **Evangelism and Outreach**
- **Pastoral Care** (sick, shut-ins, visitors,)
- **Social Concerns**
(hungry, homeless, addicted, single, divorced, youth, Children)

WHAT PROGRAMS DO WE NEED OR HAVE THAT MEET PEOPLE'S NEEDS?

LOOKING AT SPECIFIC MINISTRY NEEDS IN THE AREAS LISTED ON THE LEFT WHAT PROGRAMS WOULD MEET THE NEEDS OF YOUR CONGREGATION AND YOUR COMMUNITY?

Identify Action Steps for each key program area.

Note: in a small church the session may want to work on just one program at a time.

To build upon a success is much better than building on a failure.

ACTION STEPS NEED TO BE CREATED FOR EACH PROGRAM USING THE PHASE TWO SECTION OF THIS HANDBOOK.

What financial resources are available?

What human resources are available?

What facilities are needed?

Who will be responsible for oversight?

How will it be promoted?

ACTION STEPS:

NAME OF PROGRAM OR EVENT:

*Answer the following questions:

- Does the event/program fulfill our mission, vision, value statement?
- What are the biblical or theological principles for doing the program or event?
- What needs are being met?
- Who is your target audience?
- What are your stated goals?
- How will this program be funded?
- Who will resource this program?
- What facilities or equipment are needed?
- Who will be responsible for oversight?
- Who and how will this program be promoted?
- When will this program be evaluated for effectiveness and who will do the evaluation?

IDENTIFY THE CHALLENGES UPFRONT

SCRIPTURE PROMISES:

1 JOHN 4:4

⁴Little children, you are from God, and have conquered them; for the one who is in you is greater than the one who is in the world.

2 COR 2:9

⁹but he said to me, "My grace is sufficient for you, for power is made perfect in weakness."

PSALM 77:14

¹⁴ Thou *art* the God that doest wonders: thou hast declared thy strength among the people.

1 CHRONICLES 29:11

¹¹Thine, O LORD, *is* the greatness, and the power, and the glory, and the victory, and the majesty: for all *that is* in the heaven and in the earth *is thine*; thine *is* the kingdom, O LORD, and thou art exalted as head above all.

WHAT ARE THE POTENTIAL PROBLEMS THAT WOULD KEEP THIS PROGRAM FROM BEING EFFECTIVE?

WHAT CAN WE DO TO HELP AVOID, OVERCOME, OR DEAL WITH THOSE PROBLEMS OR CONFLICTS BEFORE THEY OCCUR?