



Ministry Plan Template

This template is an example of the way you can begin organizing thoughts and tasks, and communicating them to your team and supporters.

The New Episcopal Communities grant application asks for a 3-year ministry plan and budget. This helps the grant readers get an idea of your long term vision, and the goals and next steps that will take you there. However, no ministry plan is static. There must be flexibility to accommodate redirection, unforeseen circumstances and places of new growth and energy.

Therefore, it can be helpful to create a “90-day micro-strategy” for each task (within the larger, long term goal). This allows you to name specific next steps that will take you to the next phase of the project.

Basic Information

Working name of New Community:

Diocese:

Ministry developer:

Projected start date:

Discernment Season

Who have you invited to discern this ministry with you? List their names, and what role you have invited them to play.

Who is taking the role of “chief instigator” in this season? What gifts does this person offer? What challenges might it present?

What is the posture you are inviting your Discernment team to take on during this season? How will you emphasize that posture in the way you gather them?

What questions do you and your team want to answer in this season?

What needs to be done to fully engage the questions above?

What are practical next steps? Who will do them? By when?

Is there a financial cost to the steps you hope to take? Where is your budget coming from, and how much?

Coaching points for this area:

Next Steps for this area:

Mission and Vision - What is the “why” behind this new faith community?

What scriptural text that drives your mission and vision?

Describe your vision in 200 words or less.

What would you want to be different in God’s world, because this new community exists?

Be specific; this isn’t just about what issues you want the new community to address. What difference do you see the community making toward these issues?

Create a mission statement that can be easily shared and understood.

Coaching points for this area:

Next Steps for this area:

Neighborhood Exegesis

Make a list of the steps needed to become informed about the neighborhood/population in which you are planting.

- Where do you need to visit?
- What are the unique characteristics of this particular neighborhood?
- How will you find out?
- Are there demographic reports you need to see?

Create a list of the people with whom you will set up One to One conversations.

What would you like to ask them?

Who, on your discernment and/or core team will join you in this work?

Next Steps for this area:

Point Leadership

Identify your leadership style in terms of the Clifton Strengths, or DiSC.

Have you attended a Discerning Missional Leadership Retreat (or its equivalent in another denomination?)

What did you learn about yourself at the retreat? How are you addressing this learning with your coach?

How will you care for yourself?

What other training and resources do you feel you need at this stage of your ministry?

Where will you seek them?

Coaching points in this area?

Next Steps for this area:

Core Team

What is your invitation to potential Core Team Members? How are you inviting them to be? What are you inviting them to do? Consider Peter Block's thoughts on Invitation.

What characteristics are you looking for in core team members?

Who has said yes to this invitation? What strengths and gifts do they bring to the team?

What is your plan for using your Core Team's gifts and strengths effectively?

How will you care for, thank and celebrate your leaders?

Who will you invite to be part of your Launch Team? Who is interested in being part of the new community and will help give it momentum and stability, but isn't part of the core team? What will this kind of invitation look like in the context of your ministry?

Coaching points for this area:

Next Steps for this area:

Rhythms of Life

What rhythms of community life will help you live into the difference you hope this New Community will make in God's world?

How will you gather people before your "launch?"

What are the "rhythms of life" that frame your new community? What are best practices around these rhythms?

What does worship mean in your vision of new faith community?

How will you facilitate guest inviting and welcoming? Who is expected to invite new people to the community, how will they be welcomed and introduced to the rhythms of life?

What does “Membership” mean to your new community? How will you communicate this to new comers?

How will you address faith formation across generations?

What resources - including money, buildings, space, materials, food, etc. - do you need to create these rhythms?

Coaching points for this area:

Next Steps for this area:

Engagement and Communication

Create a communications strategy for your community. How will you share your ministry with the wider neighborhood? What platforms will you use and who will manage them?

Who do you need to communicate with? How will you use different platforms to communicate with different sets of people?

Where can people go to find out about your new community? What platforms need to be updated frequently?

What is your message? What message are you hoping to convey, and how?

Branding. How will you make yourself easily recognizable to the neighborhood and to the people you’re hoping to reach?

Create a budget around communications.

Next Steps for this area:

Creating a Budget

How are you envisioning a definition of “sustainability” for your new community?

What is your vocation within this community? Are you full time, part time, bi-vocational, non-stipendiary?

What are your expenses? Consider:

- The church planter's compensation
- The planter's pension payment
- Any health benefits
- Rent
- Utilities
- Musician stipends
- Hospitality (coffee during one to ones, food, transportation, etc.)
- Communications expenses

How do you anticipate your expenses changing over the next three years?

What are your sources of revenue?

What is the giving capacity of the people your new faith community hopes to engage? What is the capacity of your local diocese to help support this ministry? What grants are you eligible for and when are the deadlines?

How do your sources of revenue need to grow and evolve over the next three years? The next five years? (Most New Episcopal Communities will gradually decrease their revenue from grants and Diocesan support, and gradually increase revenue from internal stewardship)

Create a 3-year budget for your new ministry. Include "off the books" accounting items, such as when the church planter's salary is paid by the diocese for a set amount of time. Your team needs to see these things so you can budget for them later!

Coaching points for this area:

Next Steps for this area:

Stewardship and Fundraising

How will you create a culture of giving in your new community?

What financial commitment will you yourself make to this new community?

How will you talk about money, and when?

How will you seek support from other established churches in your diocese?

Who else, including business, neighborhood partners, individuals, etc. has an interest in supporting your new ministry? What is your invitation to these entities, in terms of supporting you?

Coaching points for this area:

Next Steps for this area:

Diocesan Relationship

What relationship will your new community have with the Episcopal diocese?

How does the development of this new community fit into your Dioceses' broader strategy for mission?

What will your initial canonical designation be? What responsibilities, guidelines and parameters are part of this designation?

When will you meet with your Bishop to talk about this? What other questions do you have for diocesan leadership?

How will you and your community participate in the life of the wider Diocese?

Attach a copy of the Covenant you have created with your Diocese.

Attach a copy of your Letter of Agreement for your role in the development of this new community.

Coaching points for this area:

Next Steps for this area:

Accountability and Reporting

How will you communicate the progress of the new community with your fiscal and other partners?

How often will you check in with your Bishop, and at whose initiation?

What will be part of your regular agenda for these check-ins?

Do you have a coach? How often do you meet?

Are you part of a cohort, and do you meet regularly?

When is your next scheduled training or continuing ed opportunity? What opportunities do you need to seek out?

Coaching points for this area:

Next Steps for this area: