

## Ministry Plan Guidelines

- The following are guidelines to be used as you complete your Ministry Plan which is a **blueprint** of your goals for the year and how you will accomplish them.
  - Your process should start with **prayer** and **alignment** of your ministry objectives with the vision God has given you for your ministry and for Mariners.
  - It is expected that your plan will be **creative** and **courageous (risk taking)** and at the same time *realistic* and *definable*. The ministry plan is a tool or *road map* to keep you on course during the year.
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The Ministry Plan Form contains four columns:

The first column (**Focus Area**) defines your goal and the subsequent three columns show your plan for obtaining your goal and your progress in reaching it.

**Focus Areas** – not be filled out by you (identifies what must be defined in column two)

- **Focus Areas** are broken down into the following segments:
  - Commanders Intent* - The Must or big idea for the year
  - Life Change Process Values* (defined by the Standards of Excellence and initiatives)

**Key activity** – to be completed when writing the ministry plan (place for your goals)

- Clear steps that are necessary for you to reach the goals in the **Focus Areas**
- Your goals **must** be clear, measurable and obtainable, thus quantifiable
- Ultimately, the Key Activity **defines** what you will be doing within your ministry to reach your goals specified for each **Focus Area**
- Each **Key Activity** must **support** the ask in the **Focus Area**
- “*Standards of Excellence*” and all church *Initiatives* must be **reflected** as goals for your ministry for each life change value (reach, belong, grow, serve, lead)
- **Goals** may be one large goal or a series of smaller goals to reach your overall objective

**Measurable Results to date** – Completed as part of the six and twelve-month review process

- This is a snap shot in time of your **progress** (part of the six-month and one year performance review).
- Your results **must** be measurable in relationship to the progress you have made in accomplishing your **Key Activities**

**Subsequent Activity** – to be completed as part of the six-month review process

- This is your plan for necessary adjustments that need to be made to close the “gap” identified as you assess your **Measurable Results** (goals must be measurable and quantifiable)
- These goals will be reviewed during the year end performance review process