Directions intentionalizing each of your ministries.

Use a calendar to develop the time frame of your plan. Complete an Intentional Ministry Worksheet for each ministry. Each ministry/action should have:

1.	Ministry Title:	Enter a title for this ministry.
2.	Target Goal:	Target Goal: From your strategic plan enter the full goal that this ministry seeks to fulfill.
3.	Targeted MFG:	State who the targeted Mission Focus Group is for this ministry.
4.	Need:	What need is being met by this ministry? I.e. Why invest time, energy and resources in this ministry?
5.	Objective/Outcome:	List specific outcomes this ministry seeks to achieve. The ministry is evaluated based on the listed outcome(s).
6.	Proposed Plan/Strategy:	Provide details of the plan. Be sure and include the specific follow up strategy for the ministry.
7.	Dates:	Enter the date the planning for this ministry should begin. Enter the date of the ministry will be completed. This date is usually the evaluation date. Enter the date of the specific event (if any).
8.	Time Span:	Enter the amount of time the ministry will span. This span may be Days, Weeks, Months, Years. Circle the appropriate span. Remember that we live in a *sprinter* society not a *marathoner* society. Most ministries for new, grassroots and unchurched people should be no more than five weeks. Do not include the planning time.
9.	Follow Up:	Enter the date(s) of the follow up action. List who will be the Leader for the Follow Up action.
10.	Evaluation:	Enter the specific evaluation date for this ministry. List the party (I.e. Council, board, office, etc.) to whom the evaluation is to be submitted. The Ministry Leader is accountable to this party.
11.	Ministry Leader:	List who will be the Ministry Leader for this ministry. This is the person who is held accountable for the ministry outcomes. All other ministers in this ministry are accountable to this person.
12.	Personnel Needed:	List the specific number of people needed and the jobs they are likely to be asked to do.
13.	Who will recruit?	Who will recruit ministers for this ministry? Usually, the Ministry Leader will recruit the core ministry team. Core ministry team members will usually recruit others to serve with them if necessary.
14.	Budget (Costs) Estimate:	Enter a total budget estimate for this ministry. The ministry leaders need to know how much they can spend on the ministry.
15.	Source of Funds:	List the source of the funds, I.e. the budget, fundraising, special gift, grant, etc.
16.	Facilities Needed:	Indicated the facilities/space needed to fulfill this ministry. Be specific.
17.	Other:	Share any other details or comments that would be helpful.