

## Ministry Planning Worksheet

1. **Ministry Name:** \_\_\_\_\_
  
2. **Ministry Area:** We seek to fulfill our church’s mission by developing ministries that grow out of the following Ministry Areas:
  - **Prayer:** Requesting divine guidance and power for our members, families, friends, and ministries—*depending on Christ to do the will of Christ.*
  
  - **Outreach:** Serving the physical, mental, social and/or emotional needs of people in our community—*demonstrating the love of Christ to draw people to Christ.*
  
  - **Evangelism:** Sharing the good news of salvation, and extending an invitation to experience everlasting life—*drawing people to Christ to develop them in Christ.*
  
  - **Discipleship:** Helping Christians mature in their relationship with God and their relationships with others—*developing people in Christ to deploy them for Christ.*
  
  - **Support:** Providing the administrative resources that enable effective ministry to be performed—*deploying people for Christ to demonstrate the love of Christ.*

Please circle the Ministry Area that best describes the heart of this ministry.

3. **Ministry Mission:** Please state, as simply and concisely as possible, exactly what the ministry seeks to accomplish, by finishing the sentence: This ministry exists to...

\_\_\_\_\_

4. **Ministry Objectives:** Please briefly list 1 to 3 areas of emphasis that the ministry will focus on during this ministry term (items to implement, issues to address, etc.):\*

Objective #1: \_\_\_\_\_

Objective #2: \_\_\_\_\_

Objective #3: \_\_\_\_\_

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\* Consider having your ministry choose its objectives from the “functions of the church”—*Prayer, Outreach, Evangelism, Worship, Teaching, Fellowship*—especially if your Ministry Area is Growth.

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5. **Ministry Goals:** Please list one measurable benchmark or goal for each of the ministry objectives stated in #4—in other words, how you will you measure success according to each objective:

Objective #1: \_\_\_\_\_

Goal: \_\_\_\_\_

\_\_\_\_\_

Objective #2: \_\_\_\_\_

Goal: \_\_\_\_\_

\_\_\_\_\_

Objective #3: \_\_\_\_\_

Goal: \_\_\_\_\_

\_\_\_\_\_

6. **Ministry Events:** If there are any major projects, programs and/or events that you are planning to provide or attend to assist in accomplishing the Ministry Goals and Objectives, please list them along with proposed or scheduled dates if available:

Event #1: \_\_\_\_\_ Date: \_\_\_\_\_

Event #2: \_\_\_\_\_ Date: \_\_\_\_\_

Event #3: \_\_\_\_\_ Date: \_\_\_\_\_

Event #4: \_\_\_\_\_ Date: \_\_\_\_\_

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7. **Ministry Services:** Please list the consistent services you will perform, and/or materials you will provide, to either follow through with your ministry events, or simply to ensure that your Ministry Goals and Objectives are achieved? Also include the frequency with which the service will be rendered:

Service #1: \_\_\_\_\_ Frequency: \_\_\_\_\_

Service #2: \_\_\_\_\_ Frequency: \_\_\_\_\_

Service #3: \_\_\_\_\_ Frequency: \_\_\_\_\_

Service #4: \_\_\_\_\_ Frequency: \_\_\_\_\_

Service #5: \_\_\_\_\_ Frequency: \_\_\_\_\_

8. **Ministry Support:** If any of the above events/services in # 6 or 7 require the use of Riverside facilities, please circle the event/service number.

If any of the above events/services in # 6 or 7 require support resources and/or coordination from other church ministries (i.e. communications, audio/visual, etc.), please place an asterisk by that event.

9. **Ministry Financials:** Will there be any start up costs associated with this ministry?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is the dollar amount? \$ \_\_\_\_\_

Are there ongoing costs or expenses that will be needed to support this ministry?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of the questions in number # 9 please complete the budget spreadsheet:

## Ministry Planning Worksheet

### Ministry Budget Proposal

#### Ministry Expenses

Copying (paper copying)	\$ _____
Postage	\$ _____
Food (refreshments, meals)	\$ _____
Honorariums (guest presenters)	\$ _____
Programs/Events	\$ _____
Transportation (van rental)	\$ _____
Supplies: (items needed to provide your ministry)	\$ _____
Awards/Gifts	\$ _____
Books/Literature	\$ _____
Training (training needed to prepare ministry leaders)	\$ _____

Please list additional expenses not captured in the above categories (be specific, do not use miscellaneous).

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

#### 10. Ministry Approval:

Please sign and date your proposal and submit your Ministry proposal to: Elder Ben Middleton, e-mail address: [bkb4@tds.net](mailto:bkb4@tds.net), or US Mail, 800 Youngs Lane, Nashville, TN 37207

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature, Elder Ben Middleton

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature, Pastor Furman Fordham