

New Ministry Planning Worksheet

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One of the key roles of Church Leadership is to oversee and encourage the development of new ministries! The **New Ministry Planning Worksheet** is the way we do this. To help both yourself as a new ministry leader, as well as our Church Council and staff, take a moment and answer the questions / areas below:

1.Ministry Leader: _____ E-mail: _____

2.Home Phone: _____ Mobile: _____

3.Name of Ministry: _____

4.Ministry Target Group: _____

5.The purpose of this ministry is:

6.The success / results of this ministry will be measured by:

a) _____

b) _____

c) _____

d) _____

7.Briefly summarize your ministry development plan. Use the lower back page if needed:

8.Date Ministry Projected To Begin: _____

9.Date Ministry Projected To End: _____

10.Leadership Requirements:

a)How many people are necessary in order to effectively implement this ministry? _____

b)What skills/abilities will be required of ministry team members?

c)What training or orientation is required to equip members of your ministry team?

d)What staff support will be needed (secretarial, custodial, audio/visual, etc.)

Ministry Planning Worksheet continued

11. Facilities needed:

a) How much space will be required in order to effectively implement this ministry?

b) Any special facilities or arrangements required? If so, what?

c) Please include a completed Event/Meeting Registration Form

12. Budget:

a) What is the start up cost of the ministry? \$ _____

b) What is the projected annual cost of the ministry? \$ _____

c) What is the annual revenue from the ministry? \$ _____

13. How will this ministry be publicized? What communication support will be needed?

14. Any other information concerning this ministry the Church Council and church staff need to know?
