

# MINISTERIAL STAFF PLANNING WORKSHEETS

## For Preparing Recommendations for the Strategic Planning Team

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### Instructions:

#### CONSIDERATIONS:

*On this side of the page, you will find information about the six main functions of the church and other important processes.*

*This section exists to help you think through each area of the church's work and prayerfully consider what the Lord would have your church plan to do. You may feel led to implement something that doesn't appear on this list.*

*Let it be stressed that these items are listed only to provoke thought. This isn't a "to-do list" of everything your church should be doing. You couldn't possibly do everything on the left side of the page. So, don't let the amount of content overwhelm you. Rather, let it serve as a source for ideas to consider.*

#### APPLICATIONS:

**Details and Deadlines, Responsible Persons and Needed Resources:**

*On this side of the page, you can write down goals for improving existing ministries of the church and ideas for implementing new ministries.*

*These goals need to be specific, not a vague wish. So, include a timeline for implementation, responsible persons, the funding plan, etc.*

*Try to identify some areas where the church can get some quick wins in which improvement will be seen immediately. Also, identify some long-term projects for growth or improvement.*

*After the ministerial staff has developed this plan, it will be shown to the Strategic Planning Team for their feedback and discussion.*

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### **Christ-Centered Worship:**

#### **CONSIDERATIONS:**

In a worship service, the whole church gathers, under the Word, to get a glimpse of God and to respond to Him in adoration and obedience.

Leading worship involves helping our members get a fresh glimpse of God and providing them with opportunities to respond to him in surrender and obedience, adoration, and praise.

Worship isn't about the style of music or the order of worship or a performance to be enjoyed. In worship, the church gathers to glorify God for His greatness, delight in His goodness, and acknowledge His righteousness. It is opening our hearts to God and surrendering ourselves to do the will of God. It adores God from one's spirit and with one's mind. Worship involves both joyful celebration and reverent contemplation; we will do both through Jesus Christ.

We worship a Triune God. We're not Unitarians and we shouldn't worship like it. How Trinitarian are our services?

Write a Purpose Statement for each Worship Service (morning, mid-week, etc.). What is the distinct emphasis and tone for each? How do the services differ, or are we doing the same thing three times?

How many worship services do we need? Do we need a separate contemporary and traditional service?

How full is the room right now?

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### Christ-Centered Worship:

#### CONSIDERATIONS:

##### Ways Worship Leaders Lead in Worship:

It is important for worship leaders to provide opportunities for those in the congregation to respond to the Lord, in addition to song.

- ◇ Call to Worship: The opening sentences, directed toward the people, often including a congregational response. It invites the congregation to focus their minds and hearts to worship God. It is brief, not lengthy. It is not merely intellectual, but appeals to the heart.
- ◇ Invocation (or Payer of Approach): This prayer expresses awe for Almighty God, whom we are about to approach in worship, humbly asking him to enable the congregation to worship him worthily and to bless the congregation through the service. This prayer includes: Adoration, Supplication (request), and Illumination (Asking God to grant understanding as the Scriptures are read and taught).
- ◇ Old Testament Reading
- ◇ New Testament Reading
- ◇ Prayer of Confession
- ◇ Speaking Blessing over the People (Num. 6:23-26, 2 Cor. 13:14)
- ◇ Using Scripture to introduce songs
- ◇ Songs of praise addressed to God
- ◇ Sermon
- ◇ Extending the Invitation

#### APPLICATIONS:

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### Christ-Centered Worship:

#### CONSIDERATIONS:

##### Non-Musical Ways People Respond to God in Worship:

It is important for worship leaders to provide opportunities for those in the congregation to respond to the Lord, in addition to song.

- ◇ The ordinance of Believer's Baptism
- ◇ The ordinance of the Lord's Supper
- ◇ Repentance
- ◇ Confession of sin
- ◇ Commitment to the Lord
- ◇ Purposing to obey God's Word or the Spirit's leading in a specific matter
- ◇ Reaffirming a biblical truth
- ◇ Thanking God for his salvation, provision, or protection
- ◇ Praising God specifically for one of his attributes
- ◇ Expressing adoration for God
- ◇ Worship in tithes and the giving of offerings
- ◇ Responsive Readings
- ◇ Expressing trust and dependence upon the Lord in the face of a specific life challenge
- ◇ Seeking God's guidance
- ◇ Accepting God's comfort or encouragement
- ◇ Guided Prayer, Congregational Prayer

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### **Biblical Instruction:**

#### **CONSIDERATIONS:**

##### **Areas of Biblical Instruction:**

- ◇ Two Testaments and 10 Periods of Bible History
- ◇ Bible Stories
- ◇ Bible Stories for Adults: The Ones You Weren't Told as a Child
- ◇ Biblical backgrounds
- ◇ Biblical Principles for Financial Management
- ◇ Catechism: Learning beliefs in questions & answer format.
- ◇ Character Qualities
- ◇ Church History
- ◇ Church polity: How we organize to lead, gather, and minister
- ◇ Doctrine
- ◇ Expectations and Privileges of Church Membership
- ◇ History of Revivals & Spiritual Awakenings
- ◇ Learning the Books of the Bible
- ◇ Marriage
- ◇ New Member Classes
- ◇ New Testament
- ◇ Old Testament
- ◇ Parenting
- ◇ Spiritual Gifts
- ◇ Stewardship Education

#### **APPLICATIONS:**

##### **Details and Deadlines, Responsible Persons and Needed Resources:**

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### **Biblical Instruction:**

#### **CONSIDERATIONS:**

##### **Age Group Goals and Expectations**

See: Levels of Biblical Learning - Lifeway

[www.lifeway.com/en/special-emphasis/levels-of-biblical-learning/](http://www.lifeway.com/en/special-emphasis/levels-of-biblical-learning/)

##### **Preschool**

- ◇ Foundational Biblical Beliefs of Life
- ◇ Character Qualities

##### **Children, Grades 1-6**

- ◇ Basic Doctrine
- ◇ Learning the Books of the Bible
- ◇ Understanding the concept of the Old Testament
- ◇ Understanding the concept of the New Testament
- ◇ Character Qualities
- ◇ Personal Faith in Christ (latter grades)

##### **Students, Grades 7-12**

- ◇ Personal Faith in Christ
- ◇ Personal Devotional Times
- ◇ Bible Study Skills
- ◇ Christian World View

##### **Adults**

- ◇ Bible Stories for Adults: The Ones You Weren't Told as a Child
- ◇ Each class has an Outreach Leader & Care Group Leaders

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### **Biblical Instruction:**

#### **CONSIDERATIONS:**

**Equipping: How and When Will We Develop Members and Leaders in the Following Areas:**

- ◇ A Path to Leadership:  
Leadership is either based on popularity or it is earned
- ◇ Catechism
- ◇ Church Polity
- ◇ Deacon Training
- ◇ Expectations of Sunday School Teachers
- ◇ Marriage
- ◇ New Member Classes
- ◇ Parenting
- ◇ Personal Witnessing
- ◇ Prayer Training
- ◇ Scripture Memory
- ◇ Sharing Their Testimonies
- ◇ Spiritual Gifts
- ◇ Sunday School Worker Training
- ◇ Teacher Training

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### **Biblical Instruction:**

#### **CONSIDERATIONS:**

##### **Group Sizes:**

- ◇ Prayer & Accountability (The 3)
- ◇ Small Group (The 12)
- ◇ Congregation (The 70)
- ◇ Celebration (The Multitude) — Joyful celebration & reverent contemplation, Exhortation

##### **Group Purposes:**

- ◇ General Practitioner Group
- ◇ Dig-In Deep Bible or Doctrine Study
- ◇ Evangelistic Bible Study

##### **Discipleship Groups:**

- ◇ Material Based (Certain lessons on living the Christian life)
- ◇ Simple Bible Study Based (e.g. D-Life)
- ◇ Accountability and Prayer Focused
- ◇ *Tell 'em why, show 'em how, get 'em started, keep 'em going.*

##### **Special Events and Ways:**

- ◇ Conferences
- ◇ Retreats
- ◇ Discipleship Training in 10 to 13 Week Semesters

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### Prayer:

#### CONSIDERATIONS:

##### Ways to Teach and Emphasize Prayer:

- ◇ Prayer Meeting
- ◇ Prayer Conference
- ◇ Prayer Revival
- ◇ Prayer Groups
- ◇ Class Prayer Chains/Communication Networks
- ◇ Month of Prayer/Prayer Week
- ◇ Prayer Time in Worship Service
- ◇ Prayer Leader in Sunday School Classes
- ◇ Prayer Chain in Sunday School Classes

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##### Details and Deadlines, Responsible Persons and Needed Resources:

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---

### World Evangelization:

#### CONSIDERATIONS:

##### Evangelism in Our Local Community:

- ◇ Personal Witnessing Training
- ◇ Evangelism Plan: E.E., CWT, etc.
- ◇ Lifestyle Evangelism Training
- ◇ Church Provides Evangelistic Resources for Members to Give Away

##### Evangelism Through the Sunday School:

- ◇ Training Teachers how to evangelize through their classes.
- ◇ What new classes can we start to reach new pockets of people?

##### Evangelistic Events:

- ◇ Block Parties
- ◇ Trunk or Treat
- ◇ Wild Game Dinner with Name Speaker
- ◇ Felt Need Ministries to the Community

##### Church Advertising:

- ◇ Integrated Marketing Plan
- ◇ Social Media

##### Directional Signage:

- ◇ Signs pointing the way to the church

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Details and Deadlines, Responsible Persons and Needed Resources:

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### **World Evangelization:**

#### **CONSIDERATIONS:**

Missions in North American and Internationally

#### **Church Planting in North America:**

- ◇ Annie Armstrong: Missions education and offering promotion.
- ◇ Partnership with a church plant in a new work area for which we regularly pray and send monthly financial support and mission teams.

#### **International Missions:**

- ◇ Lottie Moon: Missions education and offering promotion.
- ◇ Mission trips to reinforce IMB missionaries in the field.

#### **Prayer Meeting:**

- ◇ Regular updates and prayer times for specific missionaries.

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---

### **Nurturing Fellowship:**

#### **CONSIDERATIONS:**

##### **Christian Fellowship: Relationships that Provide Role Models, Encouragement, Comfort, and Challenge**

- ◇ Inclusiveness
- ◇ Places to find people like me
- ◇ Ways to study the Bible with people facing similar life circumstances
- ◇ Groups that are small enough and safe enough for people to open up
- ◇ A tone and climate that gives people an “up look”

##### **Meaningful Membership:**

- ◇ Qualifications for membership
- ◇ Membership Information Class/New Member Class
- ◇ The covenant of church membership
- ◇ Expectations of members
- ◇ Privileges of church membership

##### **New Member Assimilation:**

- ◇ Introducing new members to people with whom they can relate, “friend making.”
- ◇ Ways to help new members find places of service and involvement.
- ◇ Showing new members how we do things around here and why.

##### **Our Process for Church Discipline**

#### **APPLICATIONS:**

##### **Details and Deadlines, Responsible Persons and Needed Resources:**

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---

### **Caring Acts:**

#### **CONSIDERATIONS:**

##### **Caring for Our Members**

- ◇ Meals when a class member has surgery
- ◇ Prayers and expressions of concern during tough times

##### **Caring for People in Our Community:**

- ◇ Benevolence Ministry: Volunteers
- ◇ Benevolence Ministry: Contributions in Kind
- ◇ Benevolence Ministry: Financial Gifts
- ◇ Food, Clothing, Utility Bills
- ◇ Job Skill Training, Money Management Training
- ◇ Evangelistic Component

#### **APPLICATIONS:**

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### Stewardship System:

#### CONSIDERATIONS:

- ◇ **Big Picture:** We are stewards of the Gospel and of our lives
- ◇ **Informed Giving:** Church members are responsible to know where the offerings go and to understand their options for giving offerings above the tithe.
- ◇ **Grown-Up Giving:** Not always giving to the shiny, exciting new thing, but helping to pay the light bill and for insurance, like a grown-up.
- ◇ **Tithes & Offerings:** Knowing the difference. Understanding the principle of “storehouse tithing” — giving the first 10% through the local church’s general budget. Offerings are gifts, over and above the tithe, to causes for which we have a heart and a burden.
- ◇ **Spirit-Led Giving:** Giving offerings as the Spirit leads and in proportion to the way God has blessed me.
- ◇ **The Power of Consistent Giving:** While not all can give large, one-time gifts, consistent weekly or monthly giving, over time, adds up to surprisingly large amounts.

**How Will We Teach These Principles and Inform Our Members About Church Finances?**

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### What Ministers Can Do and Delegation:

#### CONSIDERATIONS:

Ministers engage in ministry as general practitioners. Yet each has a gift-mix, specific areas in which they excel, a collection of niches and experience in meeting the needs of their congregations. Which of the items below can be delegated in order to free up the ministers' time to do what only they can do?

- ◇ Preach and Teach the Word (including study to prepare)
- ◇ Pastoral Care: Visit hospitals, homebound
- ◇ Shepherding souls
- ◇ Personal Evangelism
- ◇ Evangelistic preaching
- ◇ Planning evangelistic events
- ◇ Discipleship
- ◇ Decision Counseling
- ◇ Personal and Family Counseling
- ◇ Casting vision
- ◇ Ministry event & project management
- ◇ Lead & Manage Staff
- ◇ Promotion within church
- ◇ Advertising in media for community
- ◇ Institutional Memory: The guy who knows the bylaws and how we do things in the church (e.g. deacon election); to assist deacons, teams, and committees with background information on the denomination and church procedures.

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### **Involvement in Our Association & State Convention as Southern Baptists:**

#### CONSIDERATIONS:

##### **The Principle of Denominational Affiliation:**

We are Southern Baptists because we hold the same biblical teachings in common. We cooperate on a voluntary basis with the Metro Birmingham Baptist Association, the Alabama Baptist State Convention, and the Southern Baptist Convention. We are neither owned nor are we a franchise of any of the three. Insofar as is practical in fulfilling our mission and as long as these bodies hold to biblical truth, we will work with them in voluntary cooperation. Our partnership reduces waste and duplication. We can do more together than we can apart.

Ministries include:

- ◇ North American Mission Board
- ◇ International Missions Board
- ◇ World Hunger Offering
- ◇ Southern Baptist Disaster Relief
- ◇ Bible Drill
- ◇ Church Planting
- ◇ Baptist Campus Ministries
- ◇ Six Seminaries: Graduate schools with campuses the size of a small college.
- ◇ Consulting Services: Church Security, Sunday School, Building Programs, Minister Compensation, Church Revitalization, Church Administration, Deaf Ministry, and more.

#### APPLICATIONS:

Details and Deadlines, Responsible Persons and Needed Resources: