

**New Ministry / Project
Planning form**

Please fill out this form and return to the office to be copied to the pastor and the ministry area coordinator. They will look it over, clear it as an appropriate ministry under the mission and vision of the church and return the copy to you. Each new ministry needs a Team leader and at least two other persons to create the team. When the ministry has come to completion, please fill out the evaluation on the back. Also, fill out the reflection section for recommendations as to whether to repeat this program, what needs to be done differently, and what was learned in the process. A copy of this form will be kept in the ministries' notebook in the office for reference and reporting. Please return the copy with the completed back when the ministry/project is completed. Please fill out a new sheet each time the ministry is renewed for the next year. If more space is needed to describe or evaluate, please attach as you return it to the church office.

New Ministry/Project: _____

Project Leader: _____ **Phone #:** _____

Email: _____

Team Member: _____ **Phone #:** _____

Email: _____

Team Member: _____ **Phone #:** _____

Email: _____

Team Member: _____ **Phone #:** _____

Email: _____

Project Description: _____

Project Start Date: _____

Project End Date: _____

Expected Outcome: *(How will this ministry/project create growth and/or deepen faith and discipleship in those who will be serving as well as those who may be receiving?)*

What criteria will be used to evaluate this ministry/project? _____

What is the budget for this ministry/project? _____

How will this ministry/project be funded? _____

Where and how will this ministry/project be advertised? How will people be invited to come/participate? _____

Ministry Area Coordinator: _____

Pastor: _____

Ministry/Project Evaluation

Did the ministry/project meet the planned objective? [] Yes [] No

What went well? _____

What needed improvement? _____

What was missing or confusing? _____

What were the outcomes that met the objective?

How did it fall short of the planned objective? _____

Did you reach the anticipated group or people that you intended? [] Yes [] No

How did you evaluate this?

How easy was it to invite people to attend/participate? _____

What were the actual costs of the ministry/project? _____

Reflection for the future

What did you learn about this ministry that will help you in the future? _____

What would/should you do differently if you do this ministry/project again? _____

Should this become a repeatable ministry? Why? _____

What suggestions would you give to someone else if they were to do this ministry/project in the future? _____

Please return this completed form to the church office to be filled for future reference.