



Making a World of *difference*

Ox Hill Baptist Church

Long Range Strategic Plan

June 18, 2008

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Background

This plan represents the collective thoughts of the Strategic Planning Committee as a result of a church-wide study of Kennon L. Callahan's book, Twelve Keys to an Effective Church. It is presented to the congregation for adoption on June 18, 2008.

The Ox Hill congregation approved a motion on May 16, 2007 to commit to the following:

- Conduct an evaluation of our church, using the Biblically based book, Twelve Keys to an Effective Church, authored by Kennon L. Callahan.
- Examine our current missions, identify the central strengths of our church, and plan how we can move forward to best serve the church's fellowship, and our ever changing community.
- Grow in church unity as we review, study, pray, and celebrate together our opportunities to claim our mission strengths, and determine a future direction for these missions.
- Continue to develop as an effective church, and be a beacon to those in our community who want to glorify the Lord in love and service to others.

The Steering Committee believes this plan meets the intent of the motion and we encourage the congregation to further commit to the full implementation of the recommended changes in the next three to five years. We believe that the key elements of this plan will enhance our continued development as a Christ-centered church on mission in Chantilly, VA.

The pastor and deacons will present a separate, but important study-related, Biblically based church mission/purpose statement to the congregation at the September business meeting.

Implementation

The Church Council is charged with the overall responsibility for coordination of the following in connection with this plan:

1. If not already indicated, appoint an action group to identify and implement actions associated with each key objective.
2. Review status of progress toward each objective's completion on a quarterly basis and provide specific direction, as needed, to keep the implementation for each objective on track according to the timeline.
3. Appoint a "project manager" for each key to track the progress and coordinate the flow of information to the congregation.

Each appointed “action group” has the following responsibilities:

1. Review Callahan’s material related to the assigned key.
2. Identify action steps and suspense dates for each assigned objective not already suggested by the Steering Committee.
3. Establish a quarterly review process to determine the status of each action step. This process should address completed actions, problems not previously identified that could seriously delay completion of an objective, and actions scheduled for the next quarter.
4. Give a report at each monthly business meeting about significant progress made and provide a written report to the Church Moderator for inclusion in the minutes.

The Steering Committee will do the following:

1. Provide five copies of the final plan to the Church office, with one of the copies designated for the church historian.
2. Brief each action group on each suggested action step in the plan.
3. Share with each action group background material collected over the course of the study.
4. Make available to each action group copies of Callahan’s book, Twelve Keys to an Effective Church, through a checkout procedure from the church office.

Selected “Key” Areas

Data collected from the rating assessments in each of the twelve keys showed that the congregation believes that Ox Hill is a strong and effective church in many areas. Stock charts of the data from the congregational assessments are attached (Attachment # 1). The congregation decided to focus our efforts in the long range plan on the following five “key” areas. Each “key” includes a listing of objectives and action steps to be accomplished in the next three to five years. A timeline and an action group are identified for each objective (Attachment #2).

I. Objectives for Key # 1: *Specific, Concrete Missional Objectives*

(Responsibility: Mission Council)

- 1) Review, establish, approve and publicize a written statement of Ox Hill Baptist Church Missional Objectives.
ACTION STEPS:
 - a) Define and establish a list of Missional objectives for Ox Hill in alignment with our overarching mission/purpose statement and present it to the church for adoption.
 - b) Identify programs at Ox Hill to support each Missional objective.
 - c) Publicize Missional objectives, and opportunities to participate, through all available communication means, including the web site.
 - d) Work with program directors to set goals for each program in support of the Mission objective.

- 2) Develop procedures to (1) delete, modify or add objectives with consideration of its impact on resources (personnel, time and money); (2) evaluate and report Missional objective results to the congregation; (3) respond to unplanned, immediate community needs and allocate required resources.

II. Objectives for Key # 2: Pastoral and Lay Visitation

(Responsibility: Outreach Committee)

- 1) Create an Outreach/Inreach Coordinator to coordinate outreach into the community and minister to church members.

ACTION STEPS:

- a) Fully implement the Welcome Caller program expanding as necessary.
- b) Coordinate actions with the following appropriate deacon teams: Family Ministry, Fellowship, Inreach, and New Member.

- 2) Recruit an Outreach Leader and an Inreach Leader for each adult Sunday School class, youth, children, and preschool departments and for all other program groups or organizations in the church to promote and coordinate outreach and visitation to prospects (both visitors and un-churched in the community) and church members as assigned.

ACTION STEP:

Coordinate and promote the Outreach and Inreach ministries in such a way as to ensure that all classes, groups and organizations implement strategies for effective follow-up and pastoral care throughout the church.

- 3) Conduct annual training for Inreach and Outreach ministries.

ACTION STEP:

Contact NorthStar and/or other organizations to research effective visitation training programs in similar congregations.

- 4) Work with Prayer Ministry Coordinator to incorporate prayer into the Outreach and Inreach ministry.

ACTION STEP:

Develop a process in which prayer requests are received and distributed in strict confidentiality.

III. Objectives for Key #3: Corporate, Dynamic Worship

- 1) Involve church members in providing a positive and warm greeting to those attending all worship services. (Responsibility: Ushers Committee)

ACTION STEPS:

- a) Conduct annual usher training prior to the beginning of each church year.
- b) Enlist and train "welcome greeters" for each church and sanctuary entrance. ("Welcome greeters" welcome those coming for Sunday School and/or worship.)

- c) Enlist and train at least 3 people for each worship service to be the “New Person” Greeters whose specific task is to welcome visitors to the worship service. These should be “warm, sincere, and thoughtfully friendly” individuals with sufficient awareness of the congregation to be able to identify visitors.
- 2) Plan and review congregational worship. (Responsibility: Worship Planning Team)
- ACTION STEPS:
- a) Organize a worship planning team to assist the Pastoral staff in planning current and other worship opportunities. The team will include chairpersons from the Baptismal committee, Lord’s Supper Committee, Sound Committee, Sanctuary/Decorating Committee, Education Council, Outreach Committee, and a lay person from the Music Committee, a youth leader, usher coordinator, pianist, and organist, and a deacon appointed by the Chairman of Deacons.
(Responsibility: Church Council)
 - b) Recruit church members to participate in all aspects of worship activities such as scripture readings, prayers, music, testimonies and announcements.
 - c) Organize a church member led pre-worship prayer time.
 - d) Conduct an annual workshop focusing on the purposes and traditions of worship and train lay people in effective worship leadership, scripture reading, devotion/sermon development and public speaking skills.
 - e) Explore opportunities for joint services with other churches.
 - f) Consider the feasibility of other worship opportunities (including other times and styles of worship).

IV. Objectives for Key #5: *Strong Leadership Resources*

(Responsibility: Education Council)

- 1) Develop a lay equipping program that will mentor and encourage new leaders/teachers.
- ACTION STEPS:
- a) Develop a process to provide for incumbent lay leadership to mentor incoming leaders to ensure a smooth transition in all ministries.
 - b) Coordinate Actions with leadership of the Nominating Committee, Sunday School, Mission programs, Children’s Ministry, and Youth Ministry.
- 2) Provide annual training classes for leaders of children, youth and adult age level programs.
- ACTION STEPS:
- a) Identify specific training classes based on current need and anticipate training needs for next 3 to 5 years.
 - b) Coordinate with leadership of Sunday School and Missions Programs to identify specific classes needed and selection process for participants.
 - c) Hold training classes prior to the start of the new church year for the benefit of new teachers.

- 3) Hold an annual off-site Leadership Training Retreat, and when feasible use a guest or professional speaker.
 ACTION STEPS:
 - a) Determine feasible date, location, leaders to be included, and frequency of training.
 - b) Ensure retreat expenses are included in church budget.
- 4) Develop a public recognition program for leaders.
 ACTION STEP:
 Establish and coordinate a quarterly recognition process for leaders in the worship services or other public arenas. Ensure that all programs are represented at some time during the church year.
- 5) Promote participation in NorthStar's annual leadership conference.

V. Objectives for Key # 6: Streamlined Structure and Strong, Participatory Decision Making

(Responsibility: Church Council)

- 1) Review the current organizational structure to ensure streamlined decision making consistent with the church's mission.
 ACTION STEPS:
 - a) Identify effective church structures and available resources.
 - b) Recommend any necessary changes to the organizational structure, Bylaws, and the Operations and Policy Manual.
 - c) Prepare a graphical representation of our current and revised organizational structure.
 - d) Coordinate all potential revisions with the Bylaws Committee and affected groups.
 - e) Review the organizational structure annually.
- 2) Communicate to the congregation pending and completed decisions in a timely manner.
 ACTION STEPS:
 - a) Publish minutes from the business meetings, Church Council, Finance Committee, and Education Council in appropriate communication means within a week of the meetings.
 - b) Determine additional information necessary to disseminate to the congregation.
 - c) Establish a process to better inform the congregation of decisions made by church groups.
 - d) Educate the congregation on the appropriate resources and channels of communication to be utilized in our decision-making processes, including appropriate methods for bringing suggestions and ideas to decision-makers.
 - e) Establish review and reporting steps as outlined on page 2 of this plan.

- 3) Increase attendance at Business Meetings to improve participatory decision-making.
ACTION STEPS:
 - a) Examine the existing style, format, time and day of the business meetings to ensure that they are serving the congregation in the most effective manner.
 - b) Promote the business meetings stressing their importance and impact on the church and its mission.

- 4) Update By-Laws and Operations and Policy Manual in accordance with the revised structure.



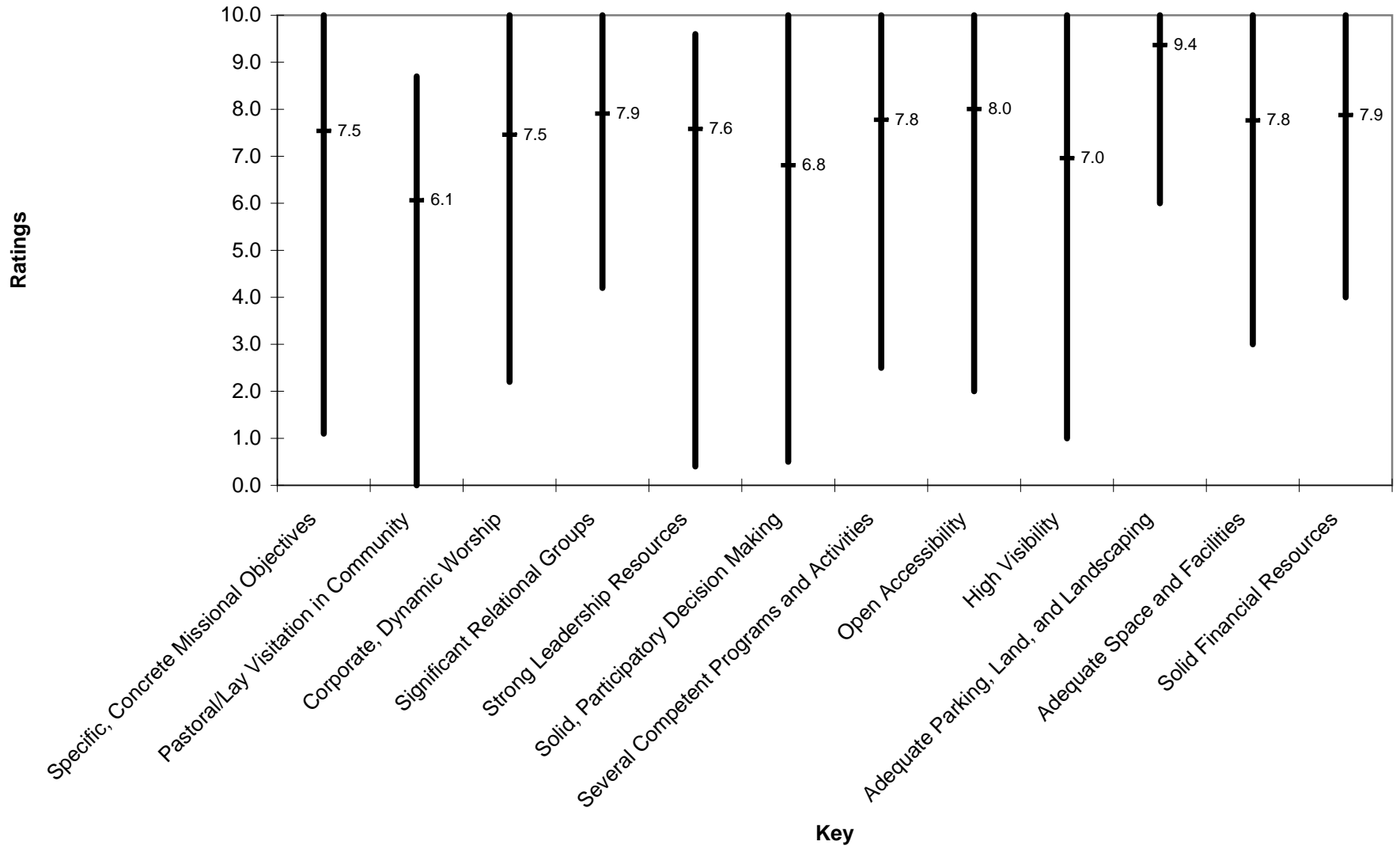
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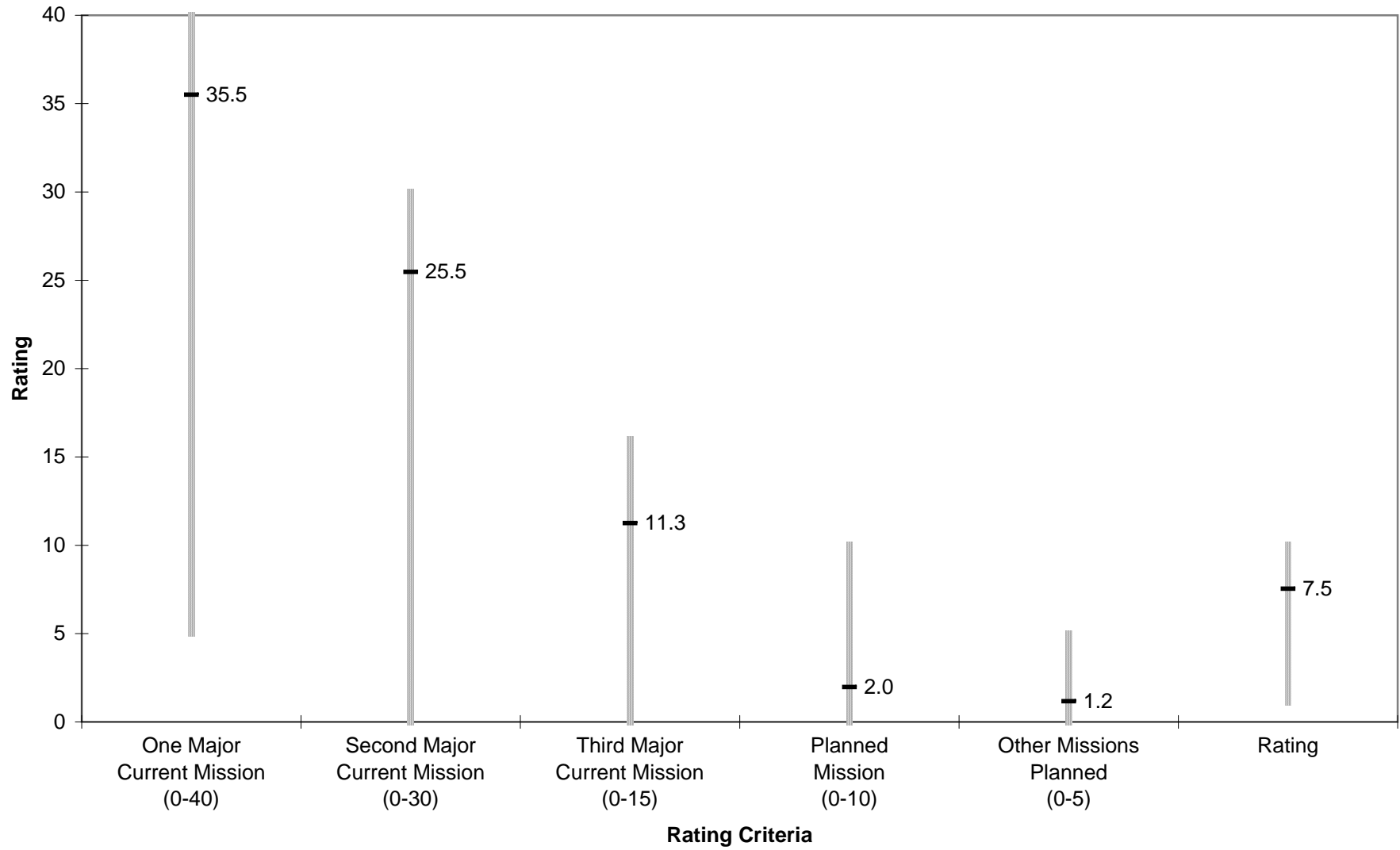
Long Range Strategic Plan

Attachment 1 Stock Charts

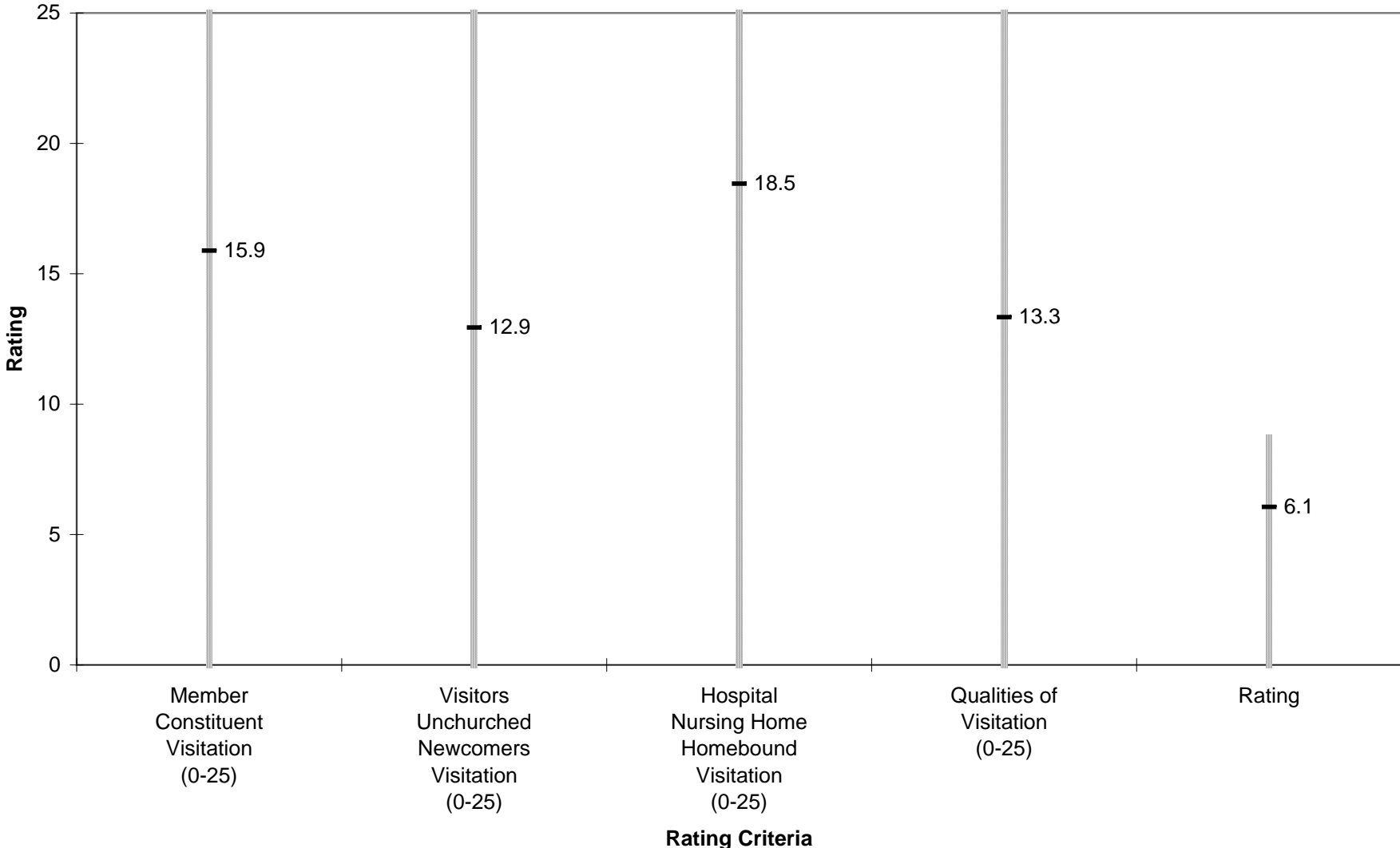
Characteristic Rating Ranges and Averages



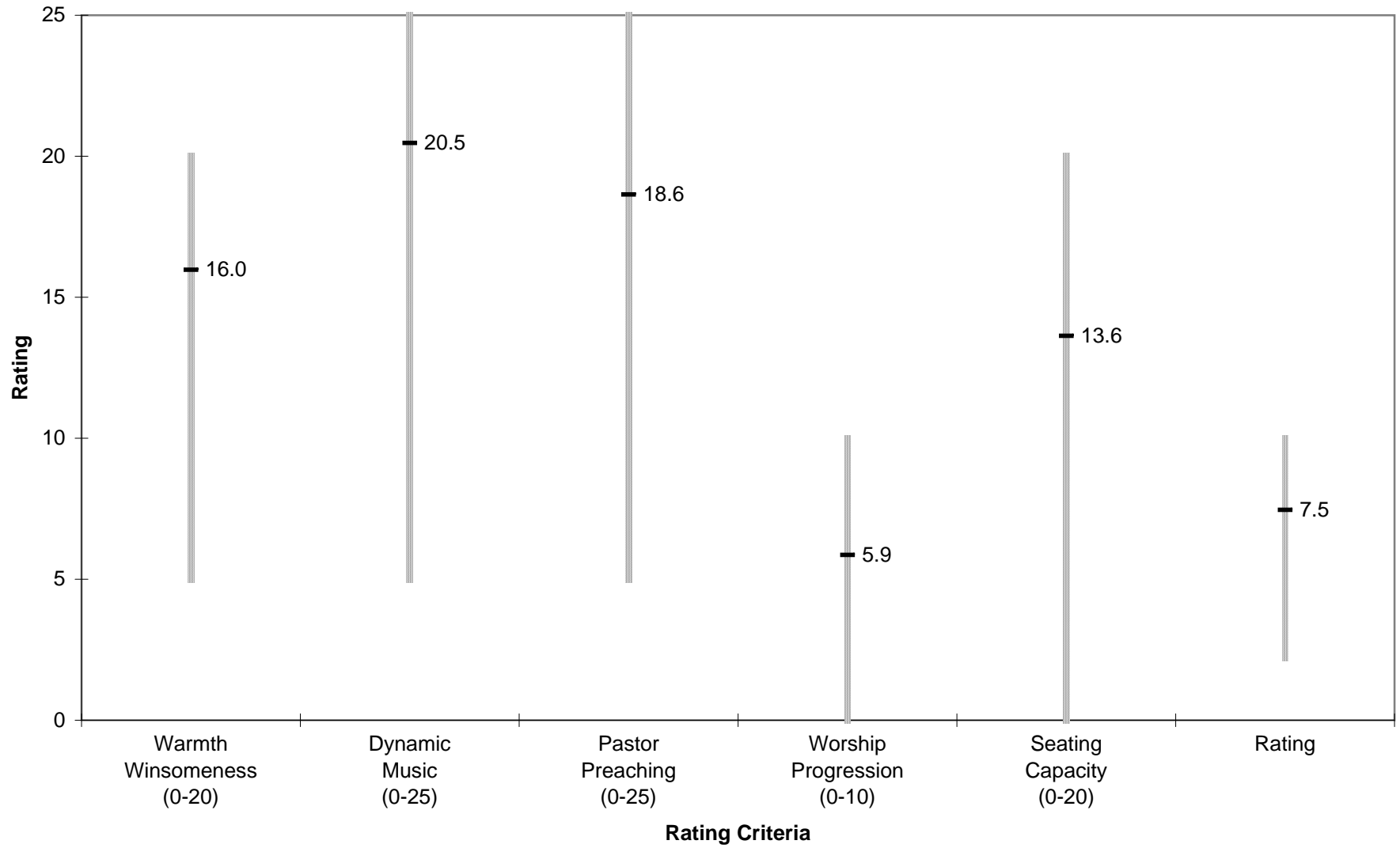
Key 1 - Specific, Concrete Missional Objectives



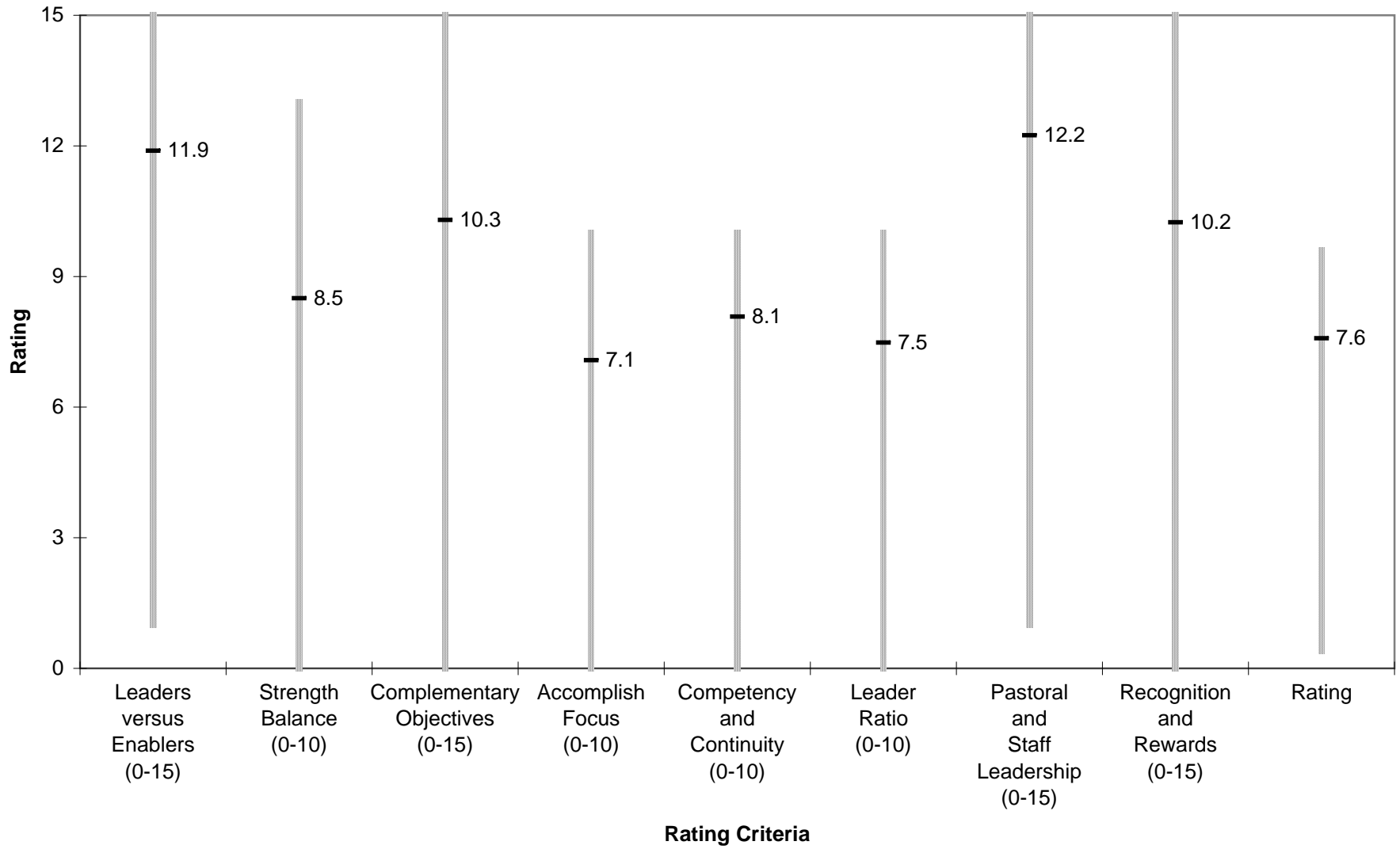
Key 2 - Pastoral and Lay Visitation



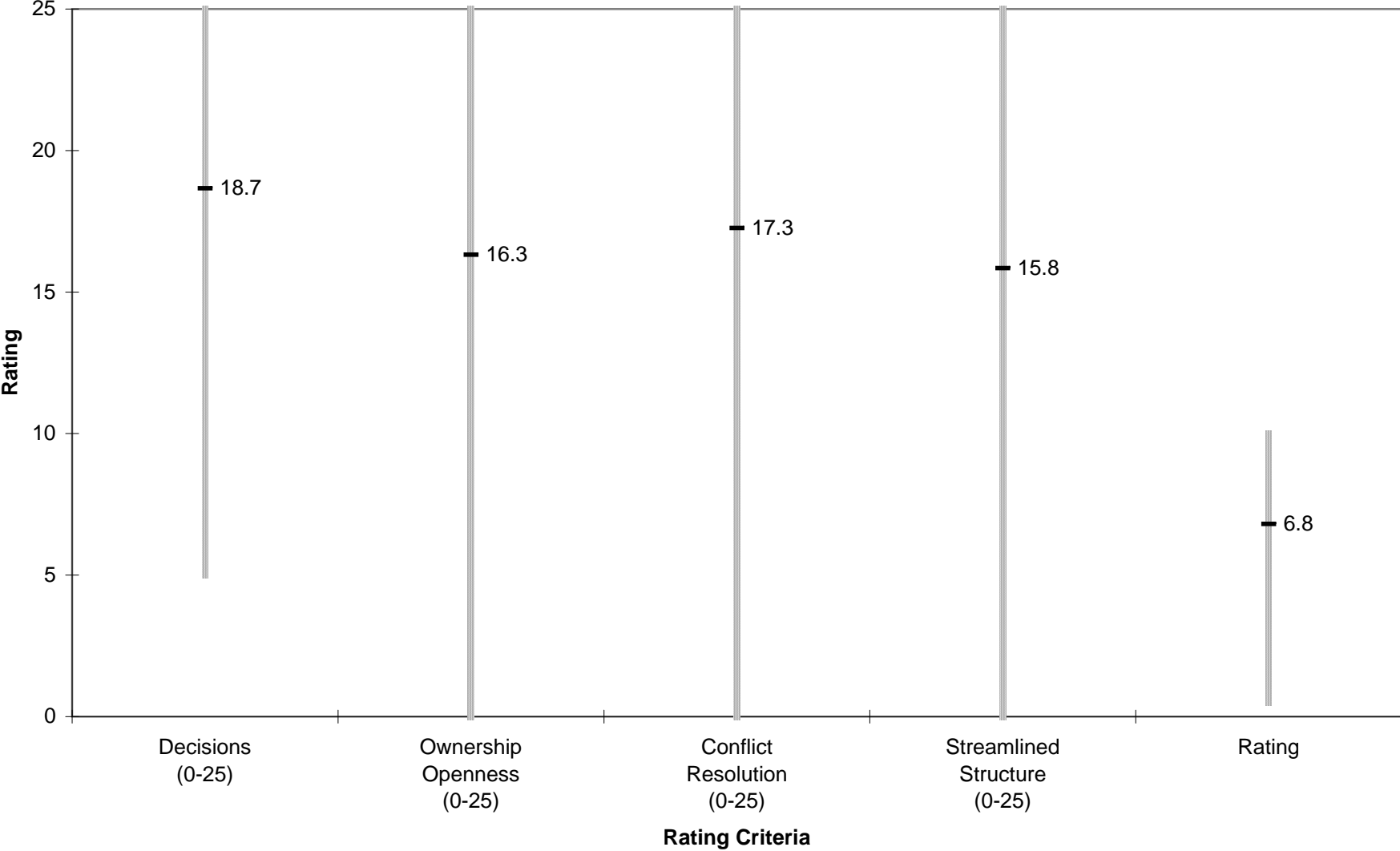
Key 3 - Corporate, Dynamic Worship



Key 5 - Strong Leadership Resources



Key 6 - Streamlined Structure and Solid, Participatory Decision Making





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Long Range Strategic Plan

Attachment 2 Timeline

ID	Task Name	Start	Finish	084Q081Q092Q093Q094Q091Q102Q103Q104Q101Q112Q113Q114Q111Q122Q123Q124Q121Q132Q																													
				M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
1	Plan Approval	6/18/2008	6/18/2008	6/18																													
2	Specific, Concrete Missional Objectives	7/8/2008	9/1/2009	[Task Bar]																													
3	Review, establish, approve and publicize	7/8/2008	4/29/2009	[Task Bar]																													
4	Define and establish a list of Missional Ob	7/8/2008	9/17/2008	Mission Council																													
5	Identify programs at OHBC to support ea	9/18/2008	12/26/2008	Mission Council																													
6	Publicize Missional Objectives and oppor	10/1/2008	10/1/2008	10/1																													
7	Work with program directors to set goals	12/29/2008	4/29/2009	Mission Council																													
8	Develop procedures to	4/30/2009	9/1/2009	[Task Bar]																													
9	Delete, modify or add objectives with con	4/30/2009	9/1/2009	Mission Council																													
10	Evaluate and report Missional Objective r	4/30/2009	9/1/2009	Mission Council																													
11	Respond to unplanned, immediate comm	4/30/2009	9/1/2009	Mission Council																													
12	Pastoral and Lay Visitation	6/18/2008	12/4/2009	[Task Bar]																													
13	Create an Outreach/Inreach Coordinator t	6/18/2008	3/12/2009	[Task Bar]																													
14	Fully implement the Welcome Caller prog	6/18/2008	2/17/2009	Outreach Committee,Ministry Staff																													
15	Coordinate actions with the following app	2/18/2009	3/12/2009	Outreach Committee,Deacon Family Ministry,Deacon Fellowship,Deacon Inreach,Deacon New Member																													
16	Recruit an Outreach/Inreach Leader for ea	2/18/2009	8/1/2009	[Task Bar]																													
17	Coordinate and promote the Outreach an	2/18/2009	8/1/2009	Outreach Committee																													
18	Conduct annual training for Outreach/Inre	8/3/2009	12/4/2009	[Task Bar]																													
19	Contact NorthStar and/or other organizati	8/3/2009	12/4/2009	Outreach Committee,Education Council																													
20	Work with Prayer Ministry Coordinator to	2/18/2009	4/13/2009	[Task Bar]																													
21	Develop a process in which prayer reques	2/18/2009	4/13/2009	Outreach Committee,Prayer Ministry Coordinator,Ministry Staff																													
22	Corporate, Dynamic Worship	9/1/2008	8/20/2011	[Task Bar]																													
23	Involve church members in providing a p	9/1/2008	9/24/2010	[Task Bar]																													
24	Conduct annual usher training prior to	9/22/2008	9/24/2010	[Task Bar]																													

Project: Plan Schedule.mpp
Date: 6/10/2008

Task: [Blue Hatched Box] Progress [Black Bar] Summary [Black Arrow] External Tasks [Grey Box] Deadline [Green Arrow]
 Split: [Dotted Line] Milestone [Black Diamond] Project Summary [Grey Arrow] External Milestone [Black Diamond]

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ID	Task Name	Start	Finish	084Q081Q092Q093Q094Q091Q102Q103Q104Q101Q112Q113Q114Q111Q122Q123Q124Q121Q132Q																															
				M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
73	Develop a public recognition program for	6/8/2009	8/26/2011	[Summary bar]																															
74	Establish and coordinate a quarterly re	1/4/2010	5/6/2011	[Task bar]																															
75	Establish and coordinate a quarterly re	1/4/2010	5/7/2010	[Task bar] Education Council																															
76	Establish and coordinate a quarterly re	1/3/2011	5/6/2011	[Task bar] Education Council																															
77	Promote participation in NorthStar's ar	6/8/2009	8/26/2011	[Task bar]																															
78	Promote participation in NorthStar's ar	6/8/2009	8/27/2009	[Task bar] Education Council																															
79	Promote participation in NorthStar's ar	6/7/2010	8/27/2010	[Task bar] Education Council																															
80	Promote participation in NorthStar's ar	6/6/2011	8/26/2011	[Task bar] Education Council																															
81	Streamlined Structure and Strong, Participat	6/18/2008	2/2/2011	[Summary bar]																															
82	Review current OHBC organizational stru	10/1/2008	11/19/2010	[Summary bar]																															
83	Identify effective church structures and av	10/1/2008	12/22/2008	[Task bar] Church Council																															
84	Recommend any necesssary changes to	12/23/2008	5/5/2010	[Task bar] Church Council																															
85	Prepare a graphical representation of our	5/6/2010	5/26/2010	[Task bar] Church Council																															
86	Coordinate all potential revisions with the	5/27/2010	11/10/2010	[Task bar] Church Council																															
87	Review the organizational structure an	10/12/2008	11/19/2010	[Task bar]																															
88	Review the organizational structure ar	10/12/2008	11/20/2008	[Task bar] Church Council																															
89	Review the organizational structure ar	10/12/2009	11/20/2009	[Task bar] Church Council																															
90	Review the organizational structure ar	10/11/2010	11/19/2010	[Task bar] Church Council																															
91	Communicate to the congregation pendin	6/18/2008	11/30/2009	[Summary bar]																															
92	Publish minutes from the business meetir	7/16/2008	11/13/2008	[Task bar] Church Council																															
93	Determine additional information necessa	10/12/2008	5/5/2009	[Task bar] Church Council																															
94	Establish a process to better inform the c	5/6/2009	9/7/2009	[Task bar] Church Council																															
95	Educate the congregation on the appropr	9/8/2009	11/30/2009	[Task bar] Church Council																															
96	Establish review and reporting steps per t	6/18/2008	11/14/2008	[Task bar] Church Council																															

Project: Plan Schedule.mpp
Date: 6/10/2008

Task: [Blue hatched box] Progress [Black bar] Summary [Black bar with arrow] External Tasks [Grey bar] Deadline [Green arrow]

Split: [Dotted line] Milestone [Black diamond] Project Summary [Grey bar with arrow] External Milestone [Black diamond]

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