

## **Instructions for Worksheet #4 Planning Your Projects and Programs**

Now you have the ideas to implement your ministry plan – but it is just a skeleton. You need to put some meat on it. You will be using the Ministry Action Sheets (Worksheet #4) enclosed in this packet. Make copies if there are not enough. Place the name of the project or program at the top of the Ministry Action Sheet. Fill in the explanation area of the form completely. To assist you in filling out these forms, we've enclosed a Sample Ministry Action Sheet in this packet. If you still have questions after that, feel free to call your Ministry Deacon or Church Office for assistance.

Now, begin to list all the items you will need to complete (or start) the project. Be sure to list everything you need, including materials, advertising, speakers, training, facilities, etc. List these in the space provided as they come to your mind. Don't worry about the order they're in – and, for now, don't worry about the date, person, or cost columns. You'll be doing some work with those later, and they will be finalized during our Ministry Planning Retreat. You will want to complete the item sequence column, however. The purpose of this column is to determine in what order all activities should be done. For example, if you are planning an activity at the church, the first couple of items to be done might include reserving the fellowship hall and confirming a speaker. Without those items in place, everything else may be worthless.

Continue to list items, no matter how small or large. Now do that for each one of your projects or programs.