New Bethel Missionary Baptist Church
Ministry Planning Meeting

**Ministry Planning with the Pastor**
Discussion of the following topics:
- Goals of the ministry
- How goals of the ministry will be implemented
- Milestones (progress) of goals
- Challenges/obstacles with implementing goals
- Resources and solutions needed to implement goals

**What to bring to the meeting**
- Ministry Mission Statement
- Completed Ministry Planning Form

**Who should attend the meeting?**
- Ministry Director and Assistant Director

**Purpose of the “Ministry Planning Form”**
- To outline the proposed goals/objectives and initiatives of the ministry for the coming year
- To provide a report of the progress made in the current year and the prior year
- To help facilitate the discussion between the Pastor and ministry leaders on how goals of the ministry will be implemented
- To present the challenges/obstacles associated with achieving the planned goals
- To present the milestones/progress of each goal (this includes the projected completion date and status)

**How to complete the “Ministry Planning Form”**
- Goal/Objective: State the goal you want to achieve for the coming year and include rationale for the goal. The goal and resulting outcome should be measurable (i.e. to increase the number of young adult women participating in the women’s retreat by 2%).
- Initiatives: Describe the strategies/activities used to implement the goal/objective.
- Projected Completion Date: State when the goal will be accomplished.
- Status: Identify the current state of the initiative (i.e. Started, Not Started, Completed, Ongoing).
- Obstacles: List any obstacles to completion and document anticipated needs based on the implementation of activities (may not be applicable until the end of the year).

Resources:
Church Administration Handbook by Bruce Powers