

## PROPOSED TIMELINE

*The following provides First United Methodist Church with a timeline that can serve as a blueprint for the development of sustainable church ministries.*

*Many churches choose to use the services of Ministry Architects to provide coaching and experienced troubleshooting through this infrastructure-building process. If the church would like Ministry Architects to provide more specialized consulting in certain areas, particularly for the 28-month “renovation period”, we are available and happy to help.*

### March 2015

#### Focus: Starting Right

##### Outcomes:

- ~~• A church prayer team has been invited to pray for this process. They have received a copy of the assessment report and timeline.~~
- ~~• A shared visioning experience has been scheduled in May and promotion of this event has begun.~~
- ~~• An interim Leadership Development Task Force has been recruited to assist with the upcoming stewardship campaign at FUMC.~~
- ~~• The Pastoral Assistant has set aside time to support the interim structure for children’s and youth ministries.~~
- ~~• Ministry Architects has been engaged to serve as the architect for portions of the Renovation process.~~

**Ministry Architects Option: ½ day offsite**

### April 2015

#### Focus: Work Begins, Orientation, Stewardship Support

##### Outcomes:

- ~~• This report has been presented to Church Council, and they voted in support of adopting and following the strategic plan and timeline of this report.~~
- ~~• A Strategic Design Team has been recruited.~~
- ~~• A Save the Date postcard has been sent to all who should attend the visioning workshop in May.~~
- ~~• An Orientation Day for the Strategic Design Team has been scheduled for the end of May, and a “save the date” email has been sent to all who should attend.~~
- ~~• The interim Leadership Development Task Force has met to discuss the follow up and contact work that will be needed upon completion of the stewardship campaign.~~



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- ~~A point person for Wednesday evening youth programming has been recruited. This new ministry partner has been working together with the Interim Director of Youth Ministries.~~

**Ministry Architects Option: ½ day offsite**

## May 2015

### Focus: Children, Visioning, Organization

#### Outcomes:

- ~~The Strategic Design Team has met and received an orientation, helping them understand their role throughout the 28-month timeline.~~
- ~~Ministry Architects led an “Organization Day” workshop to help FUMC consider its existing organization structure. FUMC has evaluated the existing structure and developed changes that best support a growing congregation.~~
- ~~A Children’s Ministry Council has been recruited to provide leadership for children’s ministry programming and events. An orientation event has been held to help this committee start well.~~
- ~~A shared visioning workshop has been held with stakeholders, committee leaders, staff and pastors. The following documents have been produced: Mission and Vision Statement, Core Values, and 3-Year Revolving Goals.~~
- ~~The interim Leadership Development Task Force has begun the follow up process, contacting those that made a service commitment during the recent stewardship campaign.~~

**Ministry Architects Option: ½ day offsite, 3 days onsite**

## June 2015

### Focus: Communication, Pressure Points

#### Outcomes:

- A short-term team of staff and laity have evaluated all communications practices, and a game plan has been written to ensure that all congregants, regardless of age or technical proficiency, feel informed. The game plan includes a timeline for implementation.
- Next Steps have been determined for each One-Year Benchmark determined during the visioning process.
- Based on the vision documents developed in May the Strategic Design team has met with the staff and Long-Range planning team to discuss ideas for adjusting and promoting the brand that is associated with FUMC.
- The pressure points from this assessment report have all been addressed.

**Ministry Architects Option: ½ day offsite**



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## July 2015

### Focus: Healthy Climate

#### Outcomes:

- A short-term team of staff and laity has created a written game plan to promote more positive ways for staff and leadership to collaborate.
- The long-range planning committee has written a covenant to kickoff the process of climate and culture change at FUMC. The staff, Church Council, and committee chairs have affirmed and signed this covenant.
- New opportunities for storytelling have been created in the worship services on a monthly basis. Resources have been set aside to assist with this storytelling.

Ministry Architects Option: ½ day offsite

## August 2015

### Focus: Visitor Assimilation, Calendar, Job Descriptions

#### Outcomes:

- A game plan has been written for welcoming visitors to FUMC in order that first-timers are followed up with in a consistent and timely way, helping them feel welcomed, and also assimilated into the life of the church.
- A 12-month church-wide calendar has been published, and individual ministry teams have begun working on their 18-month event calendars.
- A template for use in preparing job descriptions has been developed that includes:
  - How the position contributes to the church's mission,
  - Job description
  - Time commitment and schedule
  - Gifts and skills and other factors tracked by your "discovery tool" below
  - Team leader
  - Training required

Ministry Architects Option: ½ day offsite

## September 2015

### Focus: Job Descriptions, MIAs, Preventative Maintenance Calendar

#### Outcomes:

- Job descriptions for all staff positions in the church have been reviewed. This has been done with leaders to ensure the job descriptions accurately match



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the work being done. It has been clarified to whom each staff person reports, and a calendar for regular evaluations has been established.

- A process has been written in order that MIAs and those loosely connected with FUMC are intentionally contacted so they feel valued and encouraged to come back.
- A Preventative Maintenance Calendar has been created for each area of ministry and the church office in order to plan for behind-the-scenes activities (e.g. order candles for Advent wreath, order palms for Palm Sunday, etc.)

**Ministry Architects Option: ½ day offsite**

## October 2015

### Focus: Evaluation, Compliance

#### Outcomes:

- The Strategic Design Team has completed a 6-month evaluation of the Renovation process and made any adjustments that are necessary to improve the work being done.
- All staff and key volunteers have received thorough Fellowship One training.
- All paperwork for hands on, weekly volunteers who work with children and students has been updated and is in compliance with the safe church policy. Background checks have been completed on each volunteer.

**Ministry Architects Option: ½ day offsite**

## November 2015

### Focus: Ministry Goals, Decision Making

#### Outcomes:

- A Save the Date postcard has been sent to all who should attend the Ministry Team Training Day in January 2016.
- The Strategic Design Team, in collaboration with the Church Council, has evaluated their Three-Year Revolving Goals and adjusted their one-year benchmarks in order to maintain the traction needed in order to keep their desired trajectory in line with their overall vision.
- A written game plan has been created that outlines the way decisions are made and communicated in relationship to programming, staffing, building and grounds, and budgeting.

**Ministry Architects Option: ½ day offsite**

## December 2015

### Focus: Measurable Goals, Budgets, Leadership Development Team

#### Outcomes:



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- Budgets for the fiscal year 2016 have been submitted to the finance committee for review and approval.
- Reasonable participation goals have been established for all ministry events and weekly programs through summer 2016 and there are clear lines of responsibility for filling those events.
- A Leadership Development Task-Force has been recruited. The team has begun reading *The Equipping Church* by Sue Mallory.

**Ministry Architects Option: ½ day offsite**

## January 2016

### **Focus: Ministry Team Training Day, Leadership Development**

#### **Outcomes:**

- The Leadership Development Task-Force has met with Ministry Architects and has begun working with Ministry Teams in order to create lists of needed volunteers.
- Ministry team leaders and co-leaders have gathered for a day of orientation, training, and resource sharing.
- Existing volunteer ministry descriptions have been evaluated and updated.
- Volunteer ministry positions have been identified. Ministry committees, teams, and other church groups have created complete lists of ministry opportunities in every area, from weekly to monthly to annual opportunities.

**Ministry Architects Option: ½ day offsite, 2 days onsite**

## February 2016

### **Focus: Stewardship, Marketing**

#### **Outcomes:**

- The annual stewardship drive has begun.
- Marketing methods currently being used to promote the church and share successes with the congregation and the community have been evaluated, revised, and added to if necessary. A clear game plan has been written in order to strategically promote the good things God is doing within and beyond the walls of FUMC. The following have been considered: church signage, social media outlets, viral videos, mailers, and tools for church members to use in invitational ways.
- Mechanisms for on-going education and coaching for the staff and key volunteers have been provided.

**Ministry Architects Option: ½ day offsite**

## March 2016

### **Focus: Branding, Evaluations, Major Event Notebooks**



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**Outcomes:**

- Mechanisms for evaluating all church staff members and volunteers have been determined. Evaluations have included sections for self-reflection and input from others, and should be done in a way that leaves leaders feeling supported, encouraged, and positively challenged.
- A game plan has been written in order to outline thoughtful branding, and how FUMC will market their brand within the church and the community.
- 100% of the volunteer job descriptions have been updated/created.
- Work on Major Event Notebooks has begun.

**Ministry Architects Option: ½ day offsite**

**April 2016****Focus: Staff Retreat, Leadership Directory****Outcomes:**

- The staff has had an annual staff retreat that focused on team building, collaboration, calendar planning, and good old-fashioned fun.
- The stewardship campaign has concluded, resulting in a finalized and funded budget for 2016.
- An annual Leadership Directory has been created that lists all ministry teams and leaders for all committees and groups (e.g. Church Council, Sunday school teachers, committee leaders, etc.)
- Mechanisms for on-going education and coaching for the staff and key volunteers have been provided.

**Ministry Architects Option: ½ day offsite**

**May 2016****Focus: Internal Communication, Evaluations, Grads****Outcomes:**

- All staff and volunteers have had their evaluations and met with someone to: review their job descriptions, make recommendations for programming improvements, make personal ministry goals, and renew their commitment for the upcoming program year. This meeting also served as a way to redirect a volunteer to a new ministry in which to serve if things were not a good fit.
- New internal communication practices have been developed to keep everyone informed and build trust between the congregation, staff and committees.



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- High school graduates have been celebrated in meaningful and memorable ways. Each graduate has a mentor that is committed to staying in touch with them.

**Ministry Architects Option: ½ day offsite**

## June 2016

### Focus: Major Event Notebooks, Sustainable Pace

#### Outcomes:

- Each staff member has developed a “rhythmic week” to include Sabbath and “balcony time” (time to look at the big picture and make strategic plans).
- All Major Event Notebooks have been completed.
- Recent high school graduates have met with the Strategic Design Team to brainstorm a game plan for keeping them connected to FUMC.

**Ministry Architects Option: ½ day offsite**

## July 2016

### Focus: Discovery Tool, Family Reunions

#### Outcomes:

- A new or existing team has been commissioned to launch quarterly events that solicit help and involvement from congregants of all three services with memory-making, anticipation, and fellowship as their primary objectives. These events should fit integrally into the mission and identity of the congregation, and they should provide an easy connection between the congregation and the surrounding community. Congregants should be able to recognize themselves in the event and should talk about the event fondly for months and years to come. The following have been considered:
  - Some kind of harvest festival (blueberry, strawberry, pumpkin, etc.)
  - Church picnic and softball
  - A church variety show
  - A bonfire and cookout
  - Intergenerational senior prom (dates should be three-four decades apart in age)
- The Leadership Development Task-Force has purchased a discovery tool such as Rick Warren’s SHAPE or Wayne Cordeiro’s DESIGN that helps individuals explore how they are wired to joyfully serve in accordance with their spiritual gifts.

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## August 2016

### Focus: New Initiatives

#### Outcomes:

- New opportunities to connect with local military families have been discussed and a liaison to this community has been recruited.
- The community service ministries of FUMC have met to discuss the food pantry and opportunities for its expansion, resourcing and visibility.

**Ministry Architects Option: ½ day offsite**

## September 2016

### Focus: Launch, Fellowship One

#### Outcomes:

- All program volunteers have experienced the Annual Leadership Launch in order for them to be prepared for the upcoming program year of ministry (e.g. Sunday school teachers, small group leaders, etc.)
- A tracking process has been created and adopted through which all who are serving in what ministries can be tracked and recorded. Fellowship One may have functions that allows FUMC to do this.
- All staff and key volunteers have received updated Fellowship One training.

**Ministry Architects Option: ½ day offsite**

## October 2016

### Focus: Compliance, Young Adults

#### Outcomes:

- All paperwork for hands on, weekly volunteers who work with children and students has been updated and is in compliance with the safe church policy. Background checks have been completed on each volunteer.
- A game plan has been written in order to create a program for college-age and young adults to grow in their faith.

**Ministry Architects Option: ½ day offsite**

## November 2016

### Focus: Vision, Volunteer Tracking, Integration

#### Outcomes:



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- The volunteer staffing needs have been reevaluated to meet the size and scope of each ministry and a game plan to meet those needs has been created if necessary.
- The Strategic Design Team, in collaboration with the Church Council, has evaluated their Three-Year Revolving Goals and adjusted their one-year benchmarks in order to maintain the traction needed in order to keep their desired trajectory in line with their overall vision.
- All volunteering has been recorded in Fellowship One.
- A game plan has been written in order that FUMC is intentionally providing opportunities for members of all ages to be better integrated (consider opportunities of fellowship, service, worship, etc.)

**Ministry Architects Option: ½ day offsite**

## December 2016

### Focus: Leadership Development Team, Budgets

#### Outcomes:

- Ministry Architects has met with the Leader Development Task-Force to equip them in an intentional volunteer recruitment process. The Task-Force is planning to meet with individual ministry teams in order to train them to utilize the process in their own areas of ministry.
- Budgets for the fiscal year 2017 have been submitted to the finance committee for review and approval.
- A written game plan has been created that outlines the way decisions are made and communicated in relationship to programming, staffing, building and grounds, and budgeting.

**Ministry Architects Option: ½ day offsite**

## January 2017

### Focus: Check-in, Stewardship

#### Outcomes

- Ministry Architects has spent a day checking in with staff, the Strategic Design Team, and other key volunteers, and items from the timeline have been handled to date.
- The annual stewardship drive has begun.
- The accreditation standards of UMAP, the UM Association of Preschools, have been reviewed and new best practices for program management and church connection are being discussed.

**Ministry Architects Option: ½ day offsite, 1-day onsite**



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## February 2017

### Focus: Staff Support, Handbooks, Calendars

#### Outcomes:

- The SPR Committee has been tasked with creating consistent welcome packets that help all staff, especially new, feel welcomed and oriented to all things FUMC. Ensure that the packet includes an employee handbook, a brief description of the ministries in the church, a staff directory, vision documents, an organizational chart, and standard best practices and procedures.
- The individual ministries have updated their major events calendar for the next 12 months.

**Ministry Architects Option: ½ day offsite**

## March 2017

### Focus: Volunteers, Manuals

#### Outcomes:

- Volunteer needs for the fall of 2017 have been listed and recruiting has been included in the stewardship campaign.
- Opportunities for preschool and church collaboration have been discussed and new ideas are being implemented.
- The Ministry Manuals (both hard copy and digital) have been completed for each department, including
  - Visioning documents
  - Directories
  - Volunteer directory
  - Volunteer training agendas and notes
  - Attendance records
  - Annual calendar
  - Results-based job descriptions
  - Game plans and new initiatives
  - Meeting agendas and minutes for key committees.
  - Christian Formation Plan and record of curriculum resources used for the current year
  - Budget and other financial documents
  - Recruiting template, with a record of all the volunteer needs for the year

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## April 2017



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## **Focus: Staff Retreat, Stewardship**

### **Outcomes:**

- The stewardship campaign has concluded resulting in a finalized and funded budget for the 2017 fiscal year.
- The annual staff retreat has occurred.
- Volunteer needs for the fall of 2017 have been addressed and filled.

**Ministry Architects Option: ½ day offsite**

## **May 2017**

### **Focus: Catch Up, Reflection and Re-assessment**

#### **Outcomes:**

- Those items from the timeline that have been delayed or pushed off due to unforeseen emerging Pressure Points have been handled.
- A review of the renovation process has been completed.
- Current pressure points have been named.

**Ministry Architects Option: ½ day offsite**

## **June 2017**

### **Focus: Wrap-Up and Reload**

#### **Outcomes:**

- A timeline for the next 12 months has been created that included game plans for the current pressure points and items from the online diagnostic.
- The work of the Strategic Design Team is complete, and mechanisms have been put in place to ensure oversight of sustainable ministries
- A final “defrag” has taken place to update control documents, update the Ministry Manuals, evaluate the progress of completing the tasks presented in the MA assessment report, and deal with any current pressure points that are affecting the church.
- The staff and Strategic Design Team have celebrated what God has done with their 28-month investment.
- The Strategic Design Team has transitioned their role to providing support and accountability to the volunteers and focusing on strategic issues such as three-year goals and one-year benchmarks, curriculum selection, calendars, and volunteer recruitment.
- All one-year benchmarks have been achieved. Goals have been adjusted and new one-year benchmarks have been established.



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- Ongoing coaching has been secured, and a sustainability plan has been put in place.

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