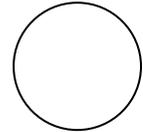


# Developing or Enhancing Ministry Reference Sheet

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## The Circle Approach to Developing or Enhancing a Ministry

### 1. Envision the ministry

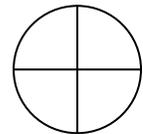


Begin by drawing a circle. This circle represents the ministry. Ask:

- Does this ministry fit within our board's area of responsibility?
- Does it fit with the congregation's vision?

### 2. Writing a Mission Statement

Draw a cross through the circle dividing it into 4 equal parts. These cross hairs represent the focus of your ministry. (Just like looking through a rifle scope or a camera lens) Ask, "What is our focus or mission?" Follow the steps below to write a mission statement.



A mission statement defines why your ministry exists. It should be just one or two sentences. A good mission statement answers these key questions:

- Who are we?
- Whom do we serve?
- What do we do?
- Why do we do it?
- Does this ministry and its mission statement point to God?

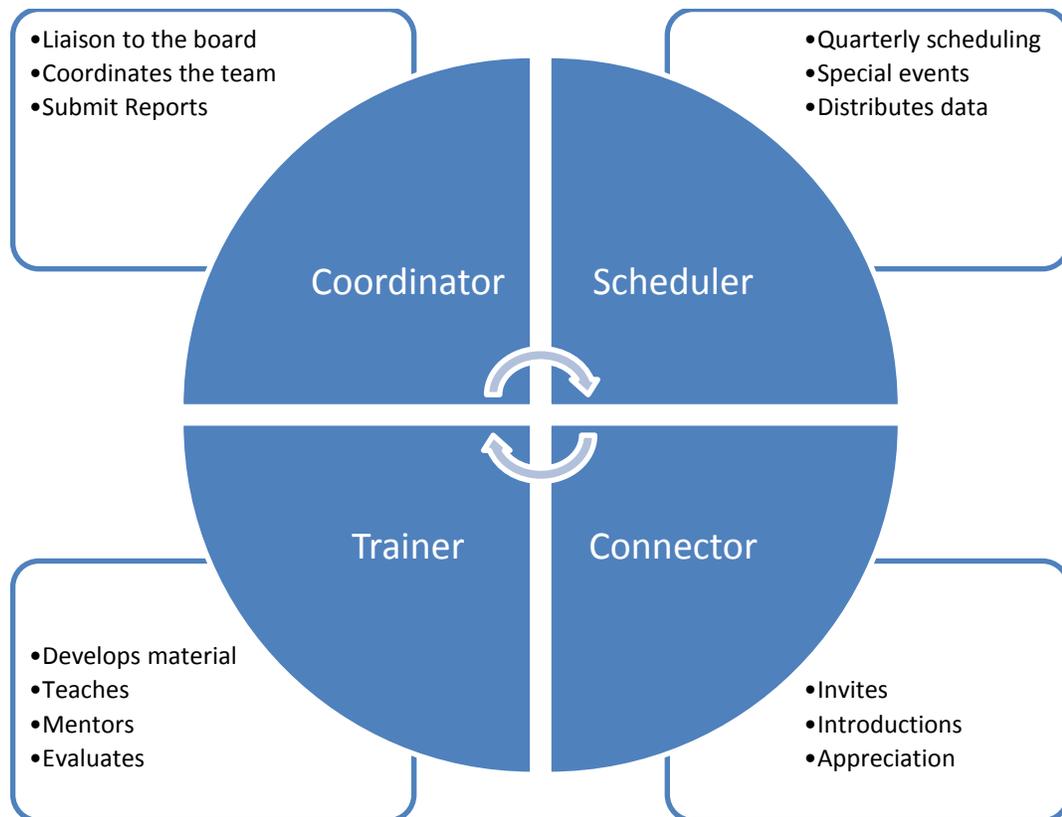
After you have a statement, review it again and see if you can cut out any text. You want to be as brief and clear as possible. Simplify where you can.

Example: The ushers of Trinity Lutheran Church serve members and guests attending worship services through a warm, welcoming, helpful attitude, as they distribute materials, and assist with seating, gather the offering, and direct and assist members for Holy Communion, all to glorify God.

### 3. Determine Four Main Areas of Responsibility or Positions

Envision and define 4 areas of responsibility to fill in the four quadrants of your ministry circle. This becomes your ministry leadership team. Brainstorm responsibilities (boxes).

Example:



### 4. Writing a Ministry Description

A ministry description is a

- invitation document,
- a training tool,
- a working guide,
- a means of evaluation,
- a multi-generational tool.

It serves to clearly define the roles and responsibilities of a ministry position. If updated properly it creates a lasting, always adaptable, template for the ministry.

Use the template provided to write the ministry descriptions. (See page 5 for the template. On pages 6 and 7 you'll find an example.)

## 5. Inviting Others into Ministry

**Invite**-This requires preparation.

- a. Have a written ministry description.
- b. Envision who to ask.
- c. Who will do the asking? (It is best if it comes from someone serving in that area of ministry, if it already exists.)
- d. Pray for this person and for guidance before you ask.
- e. Make the invitation personal.
- f. Schedule a time to meet.
  - 1.) Never voice mail or e-mail
  - 2.) Not newsletters or bulletins ads
  - 3.) Never on Sunday morning

### **Inspire**

- a. Have a 30 second elevator speech. Give a personal testimony about why this ministry is important to you and in God's kingdom. Share your vision for this ministry- if one has not already been written.
- b. Be enthusiastic.
- c. State that you believe the person will succeed. "I/we believe you have the gifts and abilities."
- d. Go through the ministry description.
- e. Answer any questions.
- f. Schedule a time to reconnect. Make sure you follow up as you said you would.
- g. If the person accepts, make the connection for training as soon as possible.
- h. Graciously accept no.

### **Instruct**

- a. Connect the new person with the right people, right away. (Who will do the training or involve the person?) When training consider the "tell, show, do approach." Tell the person what is expected, show them how to accomplish the task, and then allow them to do it on their own.

### **Invest**

- a. Invest your time in this person. Build a relationship. Support and encourage this person whenever you can.
- b. Make sure your board has designated funding to prepare this person for their ministry.

## **6. Write a Vision Statement**

(The next three steps should be done by or with the leadership team. People take responsibility for what they help develop.)

A vision statement defines the future you are working toward. It answers the questions:

Where are we going?

Where does God want us to be in five years?

Craft a simple statement expressing your desired future. Remember, that a good vision statement is no more than two sentences. It should describe a future that excites people in positive terms.

## **7. Set Goals**

What do we want to accomplish in the next year?

Brainstorm what might enhance your ministry.

Make a list of goals.

Set goals that are SMART.

**S**pecific

**M**easurable

**A**chievable

**R**ealistic

**T**imeline

Prioritize your goals. Be realistic about the number of goals you can be working on at one time. This will depend on how complicated each of your goals is to achieve.

## **8. Develop a Strategy**

This is your plan of how you're going to reach your goals. Begin with your first goal.

What specific steps will you take to achieve this goal?

Do this for all your goals.

## **9. Evaluate**

Talk or meet with ministry leaders to evaluate the program on a regular basis. Each year, review the mission statement and vision, review the goals and strategies, and update and revise ministry descriptions. (Dates on the ministry descriptions will help determine the date of the annual review.)