

Ministry Action Plan Workbook for _____

from _____ to _____.

Month/year Month/year

Our Small group vision:

Our Small group mission:

Small Group Ministry Goals:

- 1.
- 2.
- 3.
- 4.

S – are they **Strategic**? Do they further the vision/mission? (yes/no)

M – are they **Measurable**? Can you describe them in quantifiable terms? (yes/no)

A – are they **Action-oriented**? Do they describe actions to take? (yes/no)

R – are they **Realistic**? Do you have or can you get the resources to do them? (yes/no)

T – are they **Timely**? Do you indicate *when* the goal will be accomplished? (yes/no)

CONNECTING

1. _____ YOUR CHURCH CULTURE.

✓ Your team

✓ Influences

✓ Staff

CONNECTING - Influencing your church culture		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Form a Small Group Team:</i> Start to rally a group of people around you so that you are not championing small groups on your own. These people can be volunteers who have the same passion as you.
	WALK	<i>Be an influencer:</i> Whether in your church as members or on the church staff build relationships with those people who hold a stake in where the church is headed. Remember, relationships build trust which allows you to speak truth.
	RUN	<i>The Senior Pastor:</i> Build a relationship with your Senior Pastor or senior leadership in the church. I know this sounds funny, but take them to lunch, build a relationship before you sell your passion of groups. Seek to understand before you want to be understood.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

CONNECTING

2. COMMUNICATE THE _____ OF GROUPS.

✓ Touch points

✓ Testimonies

✓ Timely sermon series

CONNECTING - Communicating the value of groups		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Touch points:</i> Make sure you're doing the basics of church announcements about groups, plugs from the teaching pastor, bulletin presence, web presence, and a small group table after the services for someone to be able to chat to a real person.
	WALK	<i>Testimonies:</i> Have testimonies in the service of people who God has changed their lives through small groups. Remember the pastor is the salesperson and the testimony is the satisfied customer... you need both.
	RUN	<i>Timely sermon series on calendar:</i> If and when you have the relationship, see if you can speak into a sermon series focused on groups or strategically connecting people at seasonal times (i.e. January—New Year Groups; Mother's Day—New Moms Groups; Father's Day—New Dad's Groups, etc...think like Hallmark cards! They find any reason to send more cards.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

CONNECTING

3. YOU NEED AN _____ STRATEGY FOR CONNECTING PEOPLE INTO GROUP LIFE.

✓ Customer service

✓ Centralized

✓ Decentralized

CONNECTING - Connecting people		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Individual strategy:</i> Have a one by one plan to get people connected into groups.
	WALK	<i>Connection strategy:</i> For those already attending your church, hold an event to connect the unconnected into a new or existing group.
	RUN	<i>HOST strategy:</i> Pick a time on the church calendar to do a church wide campaign such as 40 Days of Purpose or Community. Think of even repeating 40 Days of Purpose if it's been awhile.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

GROWING

1. KNOW _____ FOR THE INDIVIDUAL.

- ✓ Model success
- ✓ Know success
- ✓ Partner success

GROWING - Small group member		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Model a Purpose Driven Life: Use the Spiritual Health Assessment and Spiritual Health Planner on your life first. Let people see the change in you before you ask them to be a better disciple... it's called modeling.</i>
	WALK	<i>Implement the Spiritual Health Assessment and Planner in the small group community: Get all the Hosts to model and use the Spiritual Health Planner and bring it to their small group members.</i>
	RUN	<i>Implement Spiritual Partners in the small group community: Get every small group member to have a spiritual partner so that no one stands alone in life.</i>

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

GROWING

2. KNOW YOUR _____.

- ✓ In curriculum
- ✓ As a leader
- ✓ For infrastructure

GROWING - Small group host and community leaders		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Curriculum strategy:</i> If curriculum shapes groups, then be intentional about what you want them to study. Have the first, second and third year of suggested curriculum that would help their groups to be healthy.
	WALK	<i>Leadership pathway:</i> Every Host and Leader needs to know where you want them to go developmentally and spiritually; so make sure you give them the path you want them to take. At Saddleback, we use the Small Group Leadership Development Pathway so everyone is clear.
	RUN	<i>Flattened infrastructure:</i> Span of care of your groups will make or break your Small Group Ministry AND set you up to retain new groups or lose them. What's your infrastructure going to look like and what are you going to ask Hosts to become and Community Leaders to do?

Dream Goal (Must have a numerical value)	Challenge	Action	Timing

GROWING

3. WHAT HAPPENS IN _____ MAKES _____.

✓ Balanced

✓ Becoming

✓ Being

GROWING - Small group meeting		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Balanced:</i> What do you want to grow your people into? Each Host needs a clear picture of what that looks like. At Saddleback, it's someone who is balancing the purposes in their heart and life.
	WALK	<i>Becoming:</i> Discipleship doesn't stop with the individual. We need a value of discipling our Hosts to disciple people.
	RUN	<i>Being:</i> In today's culture it's all about "doing". To grow our people, they need to be exposed to spiritual disciplines, nurturing their soul, developing character, etc.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

INVESTING

1. _____ WHO'S IN THE GROUP.

✓ Make an _____.

✓ _____ a role for every person in the group.

- Worship - Singing in the group, oversee prayer
- Fellowship - Coordinating refreshments/meals; celebrations and parties
- Discipleship - Co-host; help with spiritual partners
- Ministry - Find ministry projects for group; coordinate meals for a group member in crisis
- Evangelism - Oversee outreach plans; help the group partner and participate in mission projects

✓ Use sub-grouping to _____ leaders.

INVESTING - In the group		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Round out the Leader:</i> Set a goal that is simplistic but developing. Such as if you have 10 Hosts, pray for 10 Future Hosts to be developed.
	WALK	<i>Roles for everyone:</i> Every person gravitates toward one of the biblical purposes. Set a goal that every group "informally" has the purposes owned in the groups. Don't bog it down with reporting, but trust the Host.
	RUN	<i>Rotate leadership:</i> Through subgrouping, give people in the group the opportunity to lead a small portion of the study. Good Leaders are always developed in the groups not the classes.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

INVESTING

2. _____ SERVANTHOOD FOR THE CHURCH.

- ✓ Everyone's a _____ in something.
- ✓ Move from a _____ group to a _____ group.
- ✓ Don't take _____ for granted.

INVESTING - In the church		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>In the individuals:</i> Through a study like SHAPE or each person attending CLASS 301, help each person in the group know their SHAPE and where they can use their giftedness in the church.
	WALK	<i>In the groups:</i> Have each group own caring for the basic needs of the group (i.e. shared babysitting to enhance the couple or single parent; someone sick, take them to the doctor; team up to help someone with a task they need done at their house, etc.). Have groups learn the value of serving the body together (i.e. helping the church out at Easter, do a task for the church as a group, etc.).
	RUN	<i>In the church:</i> Help your church learn how to celebrate servant hood. It doesn't have to be fancy, but it needs to be done. Gratification is the fuel for servant hood. Honor those who volunteer.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

INVESTING

3. _____ PEOPLE AND GROUPS THROUGH SERVE OPPORTUNITIES.

- ✓ Spontaneous opportunities help individuals _____ in their group.
- ✓ _____ opportunities motivate groups into action.
- ✓ _____ opportunities show the shape of an individual or group.

INVESTING - Providing opportunities that foster investment		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Spontaneous opportunities:</i> These are ways to serve the church family in the community at anytime on any day. For example, rake leaves for an elderly member of your church, watch the kids of a single mom so she can go shopping, or bring a meal to a widow.
	WALK	<i>Seasonal opportunities:</i> These are ways to serve the church family during special events like Christmas and Easter.
	RUN	<i>Short-term opportunities:</i> These are ways to serve the church family on campus during weekends or through projects.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

REACHING

1. _____ GROWTH THROUGH GROUP GROWTH.

- ✓ Group growth
- ✓ New groups growth
- ✓ Exponential growth

REACHING - Numerical growth		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Group growth:</i> Let groups grow as large as they can by sub-grouping and honoring ratios of 1:10. Make a list of who they could invite to the next study.
	WALK	<i>New group growth:</i> Plan on the calendar when you want to launch new groups off a weekend message. Make sure you target new Hosts before the launch.
	RUN	<i>Exponential growth:</i> What's a goal for new groups that you are comfortable with, then add a zero and start the journey of faith with God on how He is going to make that happen. Our 40 Days of Purpose Kit will help you plan and meet this God goal.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

REACHING

2. PERSONAL PEACE. LEARN HOW TO CROSS THE _____ BEFORE YOU CROSS THE _____.

- ✓ Map your neighborhood
- ✓ Invite your circle of influence
- ✓ Share your story

REACHING - Personal P.E.A.C.E.		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Map your neighborhood:</i> Challenge each group to map their neighborhood; label who lives in each house and their spiritual temperature. Then have them pray for their neighbors as they would pray for their family.
	WALK	<i>Outreach event:</i> This is as simple as challenging the groups to be like Jesus — hang out with those who don't know the Lord (Mark 2:15-17). Exposure to nonbelievers is an education beyond a study in your small group. What event could your Small Group Ministry host or go to?
	RUN	<i>Share your faith:</i> From having groups practice writing their testimony to sharing it with the group — it's the old statement "practice makes perfect", so why not use the group time to practice. Then comes the prayer time to have God open an opportunity for people to share what they are practicing!

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

REACHING

3. GET EVERY SMALL GROUP _____.

✓ Introducing P.E.A.C.E.

✓ Local P.E.A.C.E.

✓ Global P.E.A.C.E.

REACHING - P.E.A.C.E. strategy		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Introducing P.E.A.C.E.:</i> Have groups own an Unreached People Group or area of the globe to pray over, learn about and maybe some day visit. For more information go to: www.saddlebackfamily.com/peace/ or call 949.609.8400 or email peace@saddleback.com .
	WALK	<i>Local P.E.A.C.E.:</i> Have your groups work with your Missions pastor or outreach pastor to help do P.E.A.C.E. in your local community. This could be a one time project, but it helps the group reach out together. For more information go to: www.saddlebackfamily.com/peace/ or call 949.609.8400 or email peace@saddleback.com .
	RUN	<i>Global P.E.A.C.E.:</i> This is where small groups link up with other small groups to travel together to do P.E.A.C.E. internationally. For more information go to: www.saddlebackfamily.com/peace/ or call 949.609.8400 or email peace@saddleback.com .

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

SUSTAINING

1. _____ THE DELIVERY SYSTEMS OF THE CHURCH.

And every day, in the Temple and from house to house, they continued to teach and preach this message: "Jesus is the Messiah."
Acts 5:42 (NLT)

SUSTAINING - Weekend alignment		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Senior Pastor buy in:</i> Find out where your pastor is with Small Groups as the delivery system for health in your church. From that point you know where to start your prayer and relational building to help bring Acts 5:42 to your church - "Temple Courts" (Weekend Services) and "House to House" (Small Groups).
	WALK	<i>Program alignment:</i> List out the programs you have on the weekend and throughout the week and see what "is" and "isn't" aligned to bring health and balance through groups. What steps need to be taken to help your church people know the system for health?
	RUN	<i>Confessional preaching:</i> If we want our people to be real, it needs to start from the top. People are more endeared to us through our weakness than strength. Pray for the pastor to use personal experiences through his small group in his messages so people see him as a real person verses someone to put on a pedestal.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

SUSTAINING

2. LOVING GOD IS A _____.

Since we are receiving a Kingdom that is unshakable, let us be thankful and please God by worshiping him with holy fear and awe.

Hebrews 12:28 (NLT)

SUSTAINING - Loving God		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	<i>Prayer Team:</i> Get a group of people who believe in the power of prayer to intercede with you for the obstacles that are before you.
	WALK	<i>Engage groups in the presence of God:</i> Give your group leader good books to read such as <i>The Pursuit of God</i> by Tozer and <i>Desiring God</i> by Piper for spiritual development.
	RUN	<i>Testimonies in services of "God moments":</i> Have a testimony from a group on a "God Moment". The super-natural isn't all signs and wonders, but so often we are scared to share what God is doing in those "God Moments". Be professional, but be real about what God has done.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

SUSTAINING

3. NEVER _____ YOUR CALL.

When they had finished eating, Jesus said to Simon Peter, "Simon son of John, do you truly love me more than these?" "Yes, Lord," he said, "you know that I love you. "Jesus said, "Feed my lambs."
John 21:15 (NIV)

SUSTAINING - Your surrender and call		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	Absolute surrender: What does God want you to surrender? We all have an achilles heal. What will bring you closer to God as the Point Person for Groups which will in turn bring you closer to the cause?
	WALK	Your call: Go back to John 21:15 and read this passage. To do Small Group Ministry takes a "calling" to a church. What will help remind you that your "calling" wasn't a mistake?
	RUN	Stay focused: We all have 168 hours a week. We all pour 40+ hours a week into our ministry. Are you using your hours the best way possible as the Point Person and the primary support for Small Group Ministry at your church? Just for fun, take an accounting of your hours. Where are they going? Are they spent on groups? Are they used the most strategically?

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

SUSTAINING

4. _____ FOR MEANINGFUL WORSHIP EXPERIENCES.

As Jesus and his disciples were on their way, he came to a village where a woman named Martha opened her home to him. She had a sister called Mary, who sat at the Lord's feet listening to what he said. But Martha was distracted by all the preparations that had to be made. She came to him and asked, "Lord, don't you care that my sister has left me to do the work by myself? Tell her to help me!"

"Martha, Martha," the Lord answered, "you are worried and upset about many things, but only one thing is needed. Mary has chosen what is better, and it will not be taken away from her."

Luke 10:38-42 (NIV)

SUSTAINING - Worship experiences		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	Weekend: Have small groups sit together at the weekend services regularly.
	WALK	Group: Have a night of worship to bring groups together for corporate worship. There doesn't have to be a sermon, but time to reflect on the God.
	RUN	Experiential: Quarterly have groups experience worship time with moments like communion, foot washing, nailing sins to a cross, extended prayer time (for the entire meeting), etc.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

Friday night Homework

Meet up with your team

OR

Find someone else who came alone

PRAYER – God’s direction, His wisdom, His counsel through peers, His revelation, His Spirit, His plan

Discussion

- *What didn’t we finish today?*
- *What will we “plug” and review mid-stream?*
- *Did we set good ministry goals?*
 - *Too many?*
- *Did we set good balance goals?*
 - *Too many? Appropriate - crawl, walk or run?*
- *Do the balance goals mesh well when they’re added together or do they add up to tackling too much when taken as a whole?*
- *Can we take seasonal goals and plug them in specific months?*

INFRASTRUCTURE

1. BUILDING _____ IS YOUR NUMBER ONE GOAL.

INFRASTRUCTURE - People		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	Core: Enlist the help of a few select small group hosts to serve as a volunteer leadership team with you, to regularly contact small group hosts for encouragement and development.
	WALK	Team: Develop a leadership training program to grow the leaders so they can grow other small group hosts into leaders.
	RUN	Process: Train leaders to come alongside small group hosts as spiritual leaders for discipleship and mentoring.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

INFRASTRUCTURE

2. SYSTEMS MUST BE _____ AND _____.

INFRASTRUCTURE - Systems		
Saddleback Examples (provided to help you spot the stage of your small group ministry)	CRAWL	Basic: Use spreadsheets to keep track of groups, members and steps
	WALK	Functional: Locate a good web-based software system that tracks groups, members and steps
	RUN	Strategic: Implement a complete software system that connects and tracks people, and also includes social networking functionality to build tighter community within groups.

Dream Goal	Challenge	Action	Timing
(Must have a numerical value)			

Budgeting issues: (add cost estimates to each action item on the calendar)

What items in your tactic will cost money and what is your estimate of what each will cost? Add this to your calendar so your plan includes a cashflow model.

Metrics: (add metrics to each action item)

Metrics are quantifying the results of what you are doing. They require that you establish measurable objectives (how many by when), and that you create a method to measure actual results, again in quantifiable terms (meaning with numerical values).

If you started out with measurable objectives you'll be able to measure the outcome.

How can you tell if what you're doing is working?

- Crawl – ask people. Count how many.
- Walk – combine regular surveys with counting.
- Run – build the measurement into everything you do (feedback loop, contact card, contact)

Accountability – set intermediate goals so you can measure and get milestones for how you're doing against your plan goal.

Preparatory questions

By considering the following questions, you will be much better prepared for the sessions this Friday and Saturday. Please research and detail each question. Then bring this completed document with you to the conference.

What are our overall church goals for the next 12-18 months? Are they measurable?

What is the vision and mission of the small group ministry? Why are we in this ministry and what is the desired outcome?

What does our church leadership really want for small group ministry?

Interview church leadership, if necessary

What results will spell "success"?

Interview church leadership, if necessary

How much authority do you have?

How will small groups fit into the whole church?

What politics will be needed to develop small groups?

What resources are really available?

What was the budget for this last year? What is your guesstimate for the budget for the next 12-18 months – up (by how much?), down (by how much?) or no change?

Where are small groups in your church now – a sober assessment (what measurements do you have? Are they objective or opinion?)