

September 12, 2022

Greetings,

Thank you for your ministry and your dedication and the many ways we are serving together to bring hope and healing to our community and God's world.

As discussed in council, we will use a ministry-based approach to develop plans and the budget for the major areas of ministry, e.g.,

- a) Worship, including hospitality, music, creative worship, etc.
- b) Care and Community, including card ministry, friendly visitors, community social activities, etc.
- c) Discipling/Lifelong Learning, including Children and Family Ministry, Youth, Intergenerational activities, bible study, spiritual exploration, etc.
- d) Healing the World, including hunger action, environment, racial reconciliation, etc.

Note: These categories will evolve as our restructuring and vision initiatives progress. The ministry areas intentionally avoid existing board/committee names, as well as terms that create unintentional insider/outsider, us/them dichotomies, e.g. inreach, outreach, etc. These areas do reflect our major areas of current ministry as well as our existing mission statement (circa 1987):

We believe God calls us to: WORSHIP and PROCLAIM God's living presence, GROW in our awareness of God's love, CELEBRATE the fellowship of a loving, supportive community of friends, and CHALLENGE the Church and its members to use their gifts in service with the Gospel of Jesus Christ as the guide.

Why? This approach intentionally looks beyond our existing structure to encourage conversations and collaboration among the existing teams, committees, groups, and individuals who serve (or are interested in serving) in a ministry area. Existing committees, boards, groups and teams are encouraged to think together to establish priorities for our shared ministry for the coming year.

What? We are asking that existing committees, teams, and groups reflect on our existing ministry and the coming year, develop a high-level/basic plan for 2023, identify the resources need to support the plan, and participate in a collaborative conversation to consolidate plans for each of the major ministry areas.

The process leads to a more connected, engaged, and excited ministry and congregation. The simple plan and budget can be completed in one or two hours using the planning template below.

The results of this approach will include:

- A plan for each ministry area and plans for some teams.

- A narrative description of our plans that will help congregants better understand how their gifts and offerings will help us minister within and beyond our congregation and community.
- A budget that helps us better understand and manage the costs of various activities and ministries.
- A meaningful way to allocate monies based on priorities – and when necessary, make reductions as well.

Items like salaries, insurance, utilities, facilities, etc. will continue to be budgeted through the trustees using the current format.

How?

Step 1: September and October - Existing Boards, Teams and Committees are asked to reflect on the following questions for each of the four areas of ministry, i.e., Worship, discipling, care, healing the world:

- 1) What are we doing well?
- 2) What are we doing that we would like to do better/differently?
- 3) What are we doing that we should consider no longer doing?
- 4) What might we do that we are not currently doing?
- 5) What activities, events, and/or resources will be needed that are:
 - a. Essential, i.e., can't do the ministry without this
 - b. Could significantly enhance the ministry
 - c. Nice to have

And document their responses to these questions in the worksheets beginning on page 4 for worship.

Note: It is o.k. if there is overlap with other teams as we will hold a planning meeting (mid-October – mid-November) for each of the four ministry areas to which all teams and individuals who wish to contribute to and/or are passionate about will be invited. Pastor Kevin and Treasurer Tom Duggan are available to assist you.

Step 2: Late October – Mid-November: Collaborate to develop overall plans for each ministry area.

We will hold a planning meeting for each of the ministry areas:

- a. Worship, including hospitality, music, creative worship, etc.
- b. Care and Community, including card ministry, friendly visitors, community social activities, etc.
- c. Discipling/Lifelong Learning, including Children and Family Ministry, Youth, Intergenerational activities, bible study, spiritual exploration, etc.
- d. Healing the World, including hunger action, environment, racial reconciliation, etc.

Representatives from each of the existing teams who serve in a given area will be asked to attend. Congregants who are interested in a given area will be invited to participate as they feel called.

Teams (and individuals) will present ideas, plans and work together to create a consolidated plan and prioritized list for budgeted items, e.g., essential items, desired enhancements, and nice to have items.

Step 3a: Mid-November: The consolidated plans and preliminary budget request will be sent to Trustees, who will work to balance the needs with available resources.

Step3b: November –December. In conversation with existing teams, the plans and budgets will be refined such that we have a realistic plan and balanced budget to present to council and the congregation.

Step3c: January - The proposed ministry plan is summarized, and the plan and consolidated budget presented to council.

Step4: Late January - Plan and proposed budget presented to and approved by congregation.

- 5) What activities, events, and/or resources will be needed that are:
- a. Essential, i.e., can't do the ministry without this
 - b. Could significantly enhance the ministry
 - c. Nice to have

Note: resources may include subscriptions, music, licenses, candles, tapestries, communion elements, honorarium, fees, equipment, books, etc.

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<p><i>a) Essential</i> Sunday Worship</p> <p><i>c) Nice to Have:</i> Retreat to explore creative, experiential, and/or intergenerational worship</p>	<p><i>a) Essential:</i> music copyright licenses</p> <p><i>b) Enhancements:</i></p> <p><i>c) Nice to Have:</i> monies for supplies and food Speaker honorarium Fees for facility such as Senexet House</p>

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<p><i>a) Essential:</i></p>	
<p><i>b) Enhancements:</i></p>	
<p><i>c) Nice to Have:</i></p>	

- 5) What activities, events, and/or resources will be needed that are:
- a. Essential, i.e., can't do the ministry without this
 - b. Could significantly enhance the ministry
 - c. Nice to have

Note: resources may include cards, stamps, mileage, background checks, subscriptions, fees, equipment, books, etc.

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<i>b) Enhancement:</i> Friendly Visitor training	<i>a) Essential:</i> <i>b) Enhancements:</i> Curriculum to train visitors <i>c) Nice to Have:</i>

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<i>a) Essential:</i>	
<i>b) Enhancements:</i>	
<i>c) Nice to Have:</i>	

- 5) What activities, events, and/or resources will be needed that are:
- a. Essential, i.e., can't do the ministry without this
 - b. Could significantly enhance the ministry
 - c. Nice to have

Note: resources may include cards, stamps, mileage, background checks, subscriptions, fees, equipment, books, etc.

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<p><i>b) Enhancement:</i> Small group leadership training Course on nonviolent communication/deep listening</p>	<p><i>a) Essential:</i></p> <p><i>b) Enhancements:</i> Curriculum to train visitors Leadership and participant materials for course</p> <p><i>c) Nice to Have:</i></p>

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<p><i>a) Essential:</i></p>	
<p><i>b) Enhancements:</i></p>	
<p><i>c) Nice to Have:</i></p>	

- 5) What activities, events, and/or resources will be needed that are:
- a. Essential, i.e., can't do the ministry without this
 - b. Could significantly enhance the ministry
 - c. Nice to have

Note: resources may include cards, stamps, mileage, background checks, subscriptions, fees, equipment, books, etc.

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<p><i>b) Enhancement:</i> Monthly Community Conversation/hot topics</p>	<p><i>a) Essential:</i></p> <p><i>b) Enhancements:</i> Monies for hospitality Speaker honorarium Publicity</p> <p><i>c) Nice to Have:</i></p>

Example Activity, Event, Resources	Resources Needed (expenses/costs)
<p><i>a) Essential:</i></p>	
<p><i>b) Enhancements:</i></p>	
<p><i>c) Nice to Have:</i></p>	

6. Create Team budget (optional)

a. estimate the associated / direct resource needs/expenses and any related assumptions

Use the above worksheets to estimate direct expenses, e.g., supplies, technology, licenses, training materials, etc.

And categorize each expense based on importance:

- i. ESSENTIAL (can't achieve goal without this);
- ii. ENHANCING (It'll help improve, enhance and expand the ministry);
- iii. NICE-TO-HAVE

Examples:

- *ESSENTIAL Items: Communion wafers (100 average attendance*52 weeks) + 300 for Christmas Eve = 5,500 wafers; Bag of 250 = \$7; 22 bags = \$154*
- *ENHANCING Items: Materials for handouts/artwork \$100*
- *NICE TO HAVE Items: Group Curriculum \$35 plus \$10 participant guide per person (will ask participants to cover cost of guides; will make 4 available for those who can't afford one)*

b. Indicate where applicable funding sources other than the operating budget, e.g., designated gifts/funds, fundraising, participant fees, etc.

7. Review the plan and budget with others as needed to validate assumptions, refine estimates, and complete the plan and budget, e.g., your team, committee, the Pastor, etc.