

## APPENDIX 12

### EQUIPPING MINISTRY ACTION PLAN TIMELINE

#### October 2004

- ◆ Attended the volunteer revolution conference at Willow Creek
- ◆ Pastor Dan cast the vision of the Equipping Church
- ◆ Given Dan's DMin paper to read, along with the book Volunteer Revolution by Bill Hybels

#### November 2004

- ◆ Team discussed the paper along with the Biblical principles
- ◆ Budget for 2005 given to Finance Team

#### December 2004

- ◆ Job Description for Director of Equipping Ministry given to the team
- ◆ Discussion of the Volunteer conference, brainstorming of where the ministry should go,
- ◆ Brainstorming of questions given to the team
- ◆ System survey given to staff, council, and ministry team

#### January 2005

- ◆ Discussion of Survey results
- ◆ Strategic plan and goals discussed
- ◆ Goals for the ministry are as follows:
  1. Every active member involved in at least one ministry
  2. 25% of those not active become active in ministry
  3. New members class number increase due to word of mouth of what is happening at First

#### February 2005

- ◆ Discuss team descriptions, rough draft of job description, clarify goals
- ◆ Develop mission or purpose statement for the team
- ◆ Program ministry discussion-roles and functions-using the annual report and ministry team handbook.

#### March 2005

- ◆ Program ministry list created

#### April 2005

- ◆ Equipping Ministry Info Workshop-council, staff process for implementing the vision

#### May 2005

- ◆ After looking at the survey results, our areas we needed to focus on included Recognition and providing training and information to our current leaders
- ◆ Recognition plan developed for each ministry along with a implementation time line
- ◆ Kidzone volunteers recognized with a PowerPoint presentation, insert in the bulletin and flowers taken to each volunteer by the team and presented to them in front of their classes

#### June 2005

- ◆ Planning for the Living Beyond Myself sermon series
- ◆ Survey results on Volunteer Culture plotted and used to decide pre-event phase for series
- ◆ Champions for each part of the event recruited

#### July 2005

- ◆ Continued meeting with the Equipping team to firm up plans for Living Beyond myself and the recognitions plan

#### August 2005

- ◆ Pre-event phase of Living Beyond Myself continues, worship planning and small group portion underway .
- ◆ Met with Ministry team leader to discuss Living Beyond Myself and the vision for Equipping ministry and shared the recognition plan.
- ◆ Began holding newcomers welcome sessions during the 11:00 service on the second Sunday of each month, to answer membership questions, invite them to attend Alpha and take a tour of the building.

#### September 2005

- ◆ Small group host homes for Living Beyond Myself sign-ups
- ◆ Leadership training event
- ◆ Met with Ministry team leaders to plan for the Expo
- ◆ Communication Team met to plan the theme of the event.
- ◆ Follow-up for the fair planned
- ◆ Meeting with people to help plan our process for visitor information and follow-up from the fair

#### Mid October 2005

- ◆ Ministry Expo held
- ◆ Follow-up in place, to be done by November 1, team to contact leaders and make sure this occurs.

## Ministry Expo Follow-up

### October 15-16

- Ministry Team leaders will be given sign-up sheets to have at their booths, with names, addresses and phone numbers for them to contact all those who are interested in trying a ministry.

### October 17-28

- Leaders will be asked to contact those who were interested in this time frames
- Members of the equipping team will each be assigned team leaders to contact making sure the people have been called.
- People will then start serving in the areas
- Equipping team will design a process to chart peoples progress, where they are trying and the results

### October 31-end of November

- Team leaders will be asked to talk to the new people after they have served asking them the four questions and report their results, if the person enjoyed the service they will be asked to continue for a season, if not they will be asked if they would like to try another ministry in that area or if they would like to be involved in another area, this will be reported to the equipping team who will then work on the next placement, and the process starts over.

### November-December

- Train people to follow-up with people who are serving and to place them as needed, members
- Develop a process for quests to learn about First Serves and get involved

### January

- Recruit people to interview new members as part of the next class
- Train interviewers
- Recruit and train people to follow-up with guests who are serving

### February

- Implement First Serves for guests

### March

- Follow up with guests using the same process
- Look at the membership roles to see who is not serving
- Develop a plan to talk to those who are not involved
- Train a team to make phone calls and visits to listen

April

- Implement a First Serve plan for people who attend but are not involved

May

- Evaluate plan for First Serves with active member, guests and inactive
- Make adjustments to our process

June, July, August

- Contact those serving in various ministry areas to see if they are serving according to their time, talents and treasures or if they would like to try something new, make adjustments as needed.

