

The Chapel Ministries' Strategic Planning

Worship Planning:

Frequency	Task	People
Yearly- Early June	Annual Structure (includes general curriculum areas, blank sermon series blocks, and plan for service elements)	Multi-Campus Director, Lead Teaching Pastor, Lead Pastor
Yearly- End of June	Annual brainstorming for series, assign lead series teachers	Multi-Campus Director, Teaching Team
Yearly- November	Assign Teachers for each campus	Multi-Campus Director, Lead Teaching Pastor
6 mos prior to series/ once per series	Series Study Session	Teaching Team
5 mos. Prior to series/once per series	Series element planning (services, communications, partners, announcements, volunteers); assign tasks	Multi-Campus Director, Central Creative Team, Central Discipleship Team
Weekly	Worship Design Team- Weekly review and take a brief look at 3, 2, 1 weeks out	Campus Worship Teams and Teaching Teams

Budgeting Process:

Frequency	Task	People
Yearly- Early August	Begin budget planning	Executive Director
Yearly- Mid August	Submit ministry budget proposals to Exec. Director	Ministry area leaders
Yearly- September	Finalize Budget and get approval from Finance Team	Finance Team and Executive Director
Yearly- October	Budget is approved by Finance Team and goes to Board for approval	Finance Team, Board, Executive Director
Yearly- October/Nov	Budget is finalized and approved at Charge Conference	Executive Director, Lead Pastor
Quarterly	Giving Statements are sent to Partners (members)	Financial Coordinator, Executive Director
Monthly	Ministry Area Updates given to staff	Executive Director, Financial Coordinator

Staff Development/Support Schedule:

Frequency	Task	People
Yearly- Early August	Yearly Evaluation of all employees (give results to HR team for budgeting process)	Supervisors
Quarterly	Goal Setting	Supervisors/Employees
Monthly	Staff Prayer Retreats (a day away to pray)	All staff
Monthly	Staff Meeting with Love, Learn, Lead format	All Staff
Weekly	Staff Worship (Holy Club with prayer, worship, community)	All Staff
Weekly	Team Meetings (Communications, Exec, Discipleship, Campus, etc.) with Love, Learn, Lead format	Varies

WIG Planning (Wildly Important Goal):

Frequency	Task	People
Yearly- October	WIG Planning Session	Exec Team
Yearly- November	Lead Measures for following year	Discipleship Team
Monthly	WIG Review and Scoreboard Update in Staff Meeting	Multi-Campus Pastor & All Staff