Individual Ministry Action Plan (IMAP)

A **Ministry Action Plan** is a 'living document' that identifies specific ministry goal(s) and charts an intentional pathway to move from the current ministry conditions towards the stated goal(s).

An **IMAP** is a MAP that outlines the specific goals, action items, and deadlines that an individual is responsible for. The IMAP will specify what will be done to complete the assigned items that are necessary for the entire team to move towards their healthy church goal.

Like a travel map, a IMAP outlines where you are, the target destination, and how to get there.

It is a tool for strategic planning, not just a to-do list or a calendar. Use it as an opportunity to be intentional, realistic, creative, and team-conscious in your planning.

When do you need to achieve your action items by for your team members to move forward? How long will your action items take? How much margin do you need to give yourself in case something unexpected comes up? You have a vacation coming up – how will you account for that time away and still meet your deadline? What resources and support will you need? What questions do you have? What has worked for you before? How do you do your best work? What do you want to try differently this time?

TIP: Consider **SMART** goals
Specific
Measurable
Achievable
Relevant
Timebound

The Big Picture: What is the Purpose of Your Action Items?

What are the larger team goals that your action items contribute towards? Highlight any of your action items that need to be completed BEFORE other team members can move forward with their action items.

LARGER TEAM GOALS	Action Items	Point Person	Target Completion Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		

Individual Ministry Action Plan

Consider the following:

1. What <u>specific goals</u> do you want to set for action items?
   (example: action item is "invite local businesses to donate to Love Avenue neighborhood event" – specific goal may be "mail 15 letters to local businesses, invite 8 in person within 2 weeks"

2. Break down each goal/item into <u>specific action steps</u> that you will take to complete your task. Think baby steps/micro-steps. (example: "I will draft fundraising letter on Thursday; edit and finalize on Monday; I will mail 15 letters Tuesday and hand deliver 8 Wednesday." vs. I will fundraise next week)

3. What resources or development do you need to be more effective in your responsibilities or ministry role?

Action Item/Goal	Action Steps (what micro-steps need to be taken to accomplish this action item?)	Target Completion Date	Notes
	1. 2. 3. 4. 5.		

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