

Ministry Articulation Profile (MAP) Option 3

Small Group Approach on the Eight Categories of Effective Leadership

(Prepared by John Neff – Northern Waters Presbytery)

This document has been prepared as a resource to assist Communities of Faith (CoF's) in determining a Ministry Articulation Profile (MAP) and action plan (goals). The intent is to help raise awareness, foster discussion, set goals, and evaluate ongoing success as you faithfully and prayerfully search out your understanding of God's ministry among you.

In small groups, work through the following six steps, allowing adequate time for each. Diversity in your small group will be beneficial. (Consider things like age, cultural background, people who are differently abled, people on the margins, and representation from different groups in the Community of Faith (CoF), etc.)

Take enough time in the session: pray, raise some of the issues, and note questions that arise. It is hoped that this will generate further discussion as you wrestle with whom God has called you to be in ministry and in your ministry context.

(As an alternative you may choose to use the attached sheet, fill it out individually and then come back together in the group to share your thoughts.)

Step 1: Identifying the needs in your Community of Faith

In the centre of a large sheet of paper, draw a symbol to represent your local ministry unit. Around the symbol, write down the needs of people in the local ministry unit. The needs might be physical, spiritual, emotional, mental or social.

Needed:

- Two large sheets of paper
- Pens/pencils/pencil crayons

Step 2: Identifying the needs in your community context

In the centre of a large sheet, draw another symbol and write the name of your area underneath. Write down all the different things (people, organizations and activities) in the area. (They may include schools, community groups, and leisure activities.) If you don't know all that is available, how could you find it out?

Needed:

- Two large sheets of paper
- Pens/pencils/pencil crayons

On the second sheet, underneath the people, organizations and activities, write down what needs these aim to meet. Think about and list the needs that remain unmet.

You may consider talking with local groups and organizations to get other perspectives on the needs and interests in the area. (Take care not to raise expectations that cannot be met)

Step 3: Rejoice in the gifts and abilities of the community of faith

Draw a picture of your building facility in the centre of a large sheet of paper. Brainstorm all the different assets the community of faith has, both physical (the building, facilities, equipment and so on).

Needed:

- A large sheets of paper
- Pens/pencils/pencil crayons

Continue considering availability of people and skills

(include life skills, personality types, spiritual gifts). What gifts and abilities do people have?

Step 4: Identifying strengths and challenges of your community of faith

What is your Community of Faith able to offer to the local community? Are there ways in which your Community of Faith can reach out in the local area?

A good way of assessing is to look at your church using the following:

Strengths: what is being done well with the resources, people and buildings available?

Challenges: consider what you are unsuccessful at doing or do ineffectively (honesty is best).

Opportunities: What opportunities to reach out within the Community of Faith are there, or opportunities to reach out to specific community needs?

Obstacles: What are the potential stumbling blocks? For example, the limits of the local ministry unit building, limited number of people to do the work, people with insufficient skills and knowledge, and so on.

Step 5: Forming your Ministry Articulation Profile and planning your goals

How does the information from Steps 1, 2, and 3 inform your Ministry Articulation Profile in the 8 ministry categories? Growing in Faith, Justice/Outreach/Sharing the Good News, Leadership, Wider Relationships, Pastoral/Spiritual Care, Belonging/Extravagant Welcome/Wellness, Stewardship, and Worship (see Category Descriptions)

Select one or two needs in your local ministry unit and/or local area related to each of the 8 ministry criteria which you think need consideration. How might you start to meet these needs? How will you know when you have met them? (see Chart – Ministry Articulation Profile Action Plan)

One planning method is the use of SMART goals.

Specific: For example, a goal that says, “be there for the elderly” is good but too vague. You will never know if you've met it, and then people will get discouraged. A goal “to provide an opportunity for local elderly folk to talk over tea/coffee about challenges they face” is a lot clearer.

Measurable: For example, “by the end of September we will have run a coffee drop in for one week.”

Attributable: Tasks should be assigned to specific people so that everyone is aware of their responsibilities.

Realistic: The task should be a small step forward, not a giant leap. The goal should be attainable.

Time-bound: The goal should be attained within a specific timeline, giving you a clear indicator of achievement. Having a time-bound goal enables you to look back and, if you've set your goals right, celebrate your success.

Step 6: Determining Feasibility

Now you have some goals for each of the 8 Ministry Categories. Review the potential goals and determine what is feasible for your local ministry unit and set them in priority.

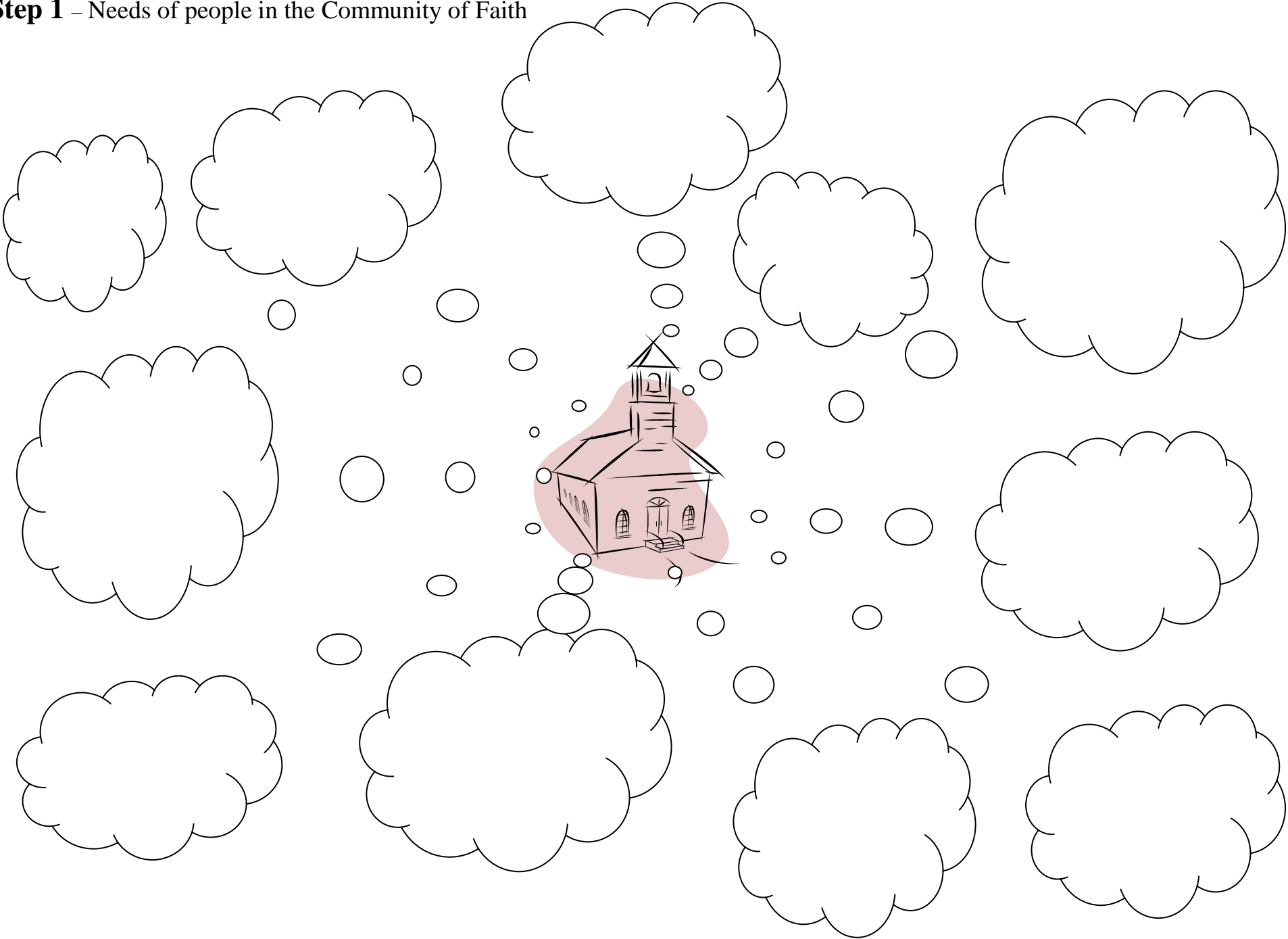
Step 7: Accomplishing your Goals

A planning chart might be used to plan out the task. First the goal is set, and then the plan broken down into tasks that need to be achieved to meet that goal. At the top of the chart is a time frame, and at the right-hand side is the list of who is responsible for each task. This shows clearly who is responsible for what, in achieving each step and checking whether the whole task is on target.

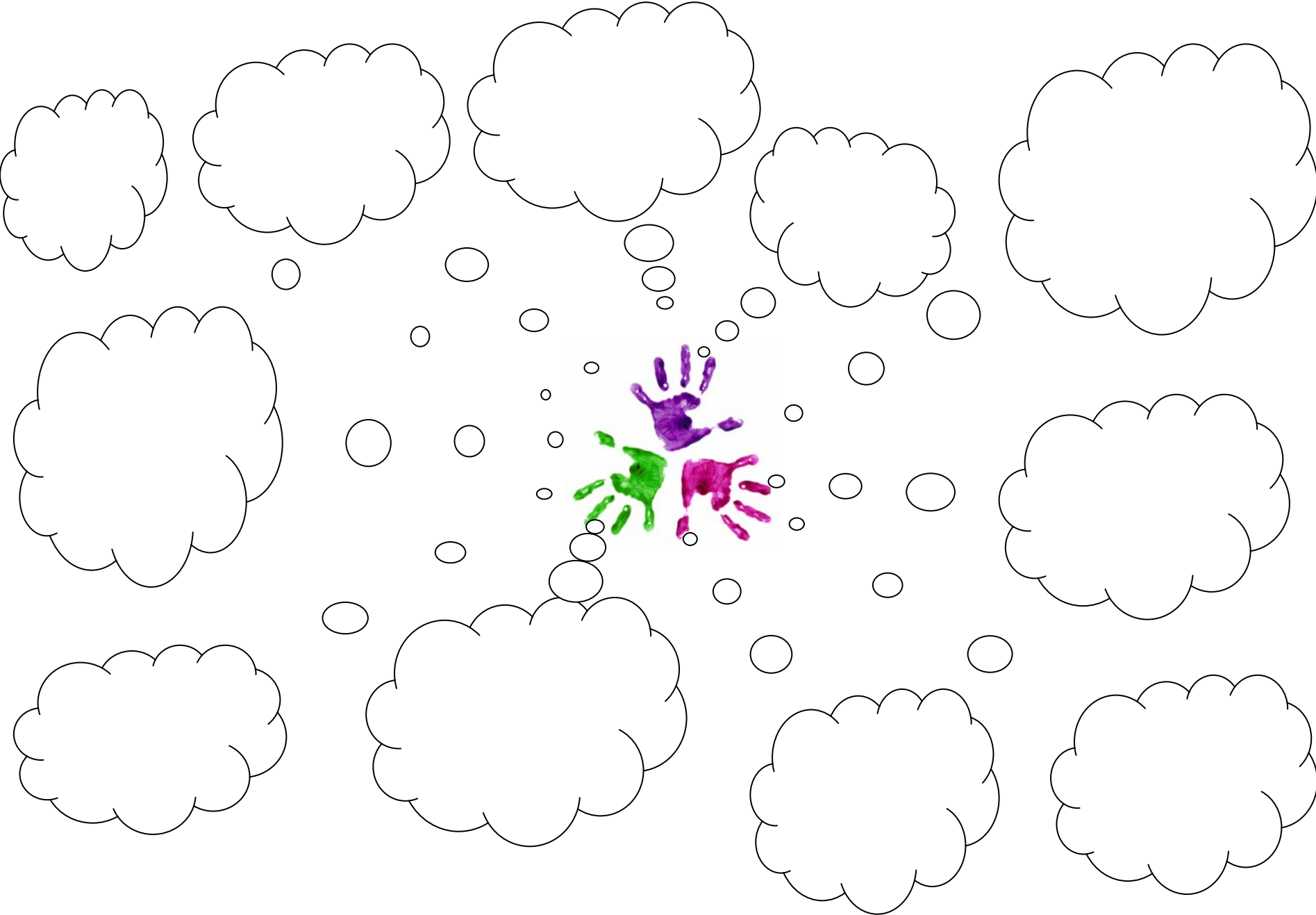
Planning chart example

Ministry Category: Spirituality/Self Care				
Ministry Goal: To have a coffee house by the end of Sept for elderly folk to talk about the challenges they face.				
Time Frame	End of July	End of August	End of Sept	Responsible
Task 1	arrange a space			Tom
Task 2		buy supplies		Jane
Task 3	make a list of potential participants			Mark
Task 4		call people		Julie
Task 5			Have first meeting	Jane
Task 6			Review how it worked	All
Task 7			Make another goal	All

Step 1 – Needs of people in the Community of Faith



Step 2 – Needs of people in the community context



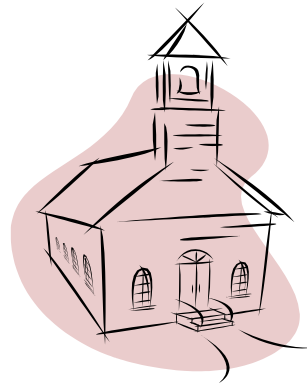
Step 3 – Assets / Gifts and Abilities

Building

A collection of 14 empty ovals arranged in a grid-like pattern for listing building assets. The ovals are arranged in four rows: the first row has two ovals, the second and third rows each have three ovals, and the fourth row has two ovals.

People

A collection of 14 empty ovals arranged in a grid-like pattern for listing people assets. The ovals are arranged in four rows: the first row has two ovals, the second and third rows each have three ovals, and the fourth row has two ovals.



Step 4 – Strengths and Challenges

Strengths

Challenges



Opportunities

Obstacles

Step 5 & 6: Chart – Ministry Articulation and Goals; Determine Feasibility; Set Priorities

Mission Category	Need	Goal	Priority
Growing in Faith		#1 #2	_____
Justice, Outreach, Sharing the Good News		#1 #2	_____
Leadership		#1 #2	_____
Wider Relationships		#1 #2	_____
Pastoral/ Spiritual Care		#1 #2	_____
Belonging, Extravagant Welcome, Wellness		#1 #2	_____
Stewardship		#1 #2	_____
Worship		#1 #2	_____

Step 7 – Accomplishing the Goals (copy this page for additional goals)

GOAL STATEMENT #__:			
Actions to be taken	Action	Date	Responsible
	<i>This section may have multiple steps in it and with different dates.</i>		
Resources to be committed:	Budget? Time of Ministry Personnel or other staff? Volunteers? Space?		
Who will take the lead? Who else will be involved?	Lead: Working Group members: What role with Ministry Personnel and other staff play? Any?		
How will progress be measured?	<i>Come up with 2-3 different ways you are going measure progress.</i>		
How often will progress be reported? How and by whom and to whom?	<i>Record here things like: we will measure at the end of June and the end of December. We will report to the local ministry through the weekly bulletin and in the annual report as well as at the Annual Meeting and the Board/Council meeting that precedes it.</i>		
Status of this goal at time of annual review:	<i>Record here how you did, what you learned, what you feel you achieved that you didn't expect, and how you are going to celebrate.</i>		