PLANNING / TEAM GUIDE

# 90-day ministry planner

## Turn a good intention into a clear plan.

Choose a focused ministry goal, assign the work, and build a practical rhythm for the next three months.

**HOW TO USE THIS GUIDE**

Use at a leadership meeting. Begin with one goal, then add a second or third only if your team has the capacity.

1. ### Days 1-30: pray and understand

   Listen to the people affected by the ministry. Gather the facts you need, identify a coordinator, and agree on the outcome. Confirm available resources before promising a launch date.

2. ### Days 31-60: take the first step

   Launch a manageable version of the plan. Make responsibilities visible and give volunteers the information they need. Meet briefly to remove obstacles and adjust the workload before small problems grow.

3. ### Days 61-90: review and refine

   Ask what changed for the people you serve. Compare the results with the original goal. Keep what is helpful, simplify what is burdensome, and decide what to continue, change, or stop.

4. ### Build a repeatable rhythm

   Choose a short check-in schedule that suits the team. Record decisions, deadlines, and spending in one shared place. Celebrate progress and communicate honestly when a timeline or goal needs to change.

CONVERSATION WORKSHEET

# Listen. Discuss. Write it down.

Complete together or type into the fields before your next meeting. Save a copy for your team.

**01 What one outcome should be different in 90 days?**

**02 Who owns this goal, and who needs to be involved?**

**03 What resources are available, and what is still missing?**

**04 What will we review on day 30, day 60, and day 90?**

## KEEP THE CONVERSATION FOCUSED

- Day 30: decide whether the plan is ready to begin.
- Day 60: remove the biggest obstacle and adjust the workload.
- Day 90: record what to continue, change, or stop.

NEXT STEPS / TAKE IT BACK TO YOUR TEAM

# Make the next step clear.

Choose one priority you can act on. Assign responsibility and agree when you will review it.

**Our next ministry priority**

**Responsible leader**

**Review date**

**Three practical actions / person responsible / target date**

**People, supplies, budget, or support needed**

BEFORE WE MOVE FORWARD

- [ ] The goal describes a meaningful outcome.
- [ ] A named leader has agreed to own the work.
- [ ] The budget and volunteer commitment are realistic.
- [ ] Review dates are on the calendar.

Prepared for local church ministry. Adapt this tool to your congregation. Partnership and search decisions remain with the local church; this guide is not a contract or professional advice.