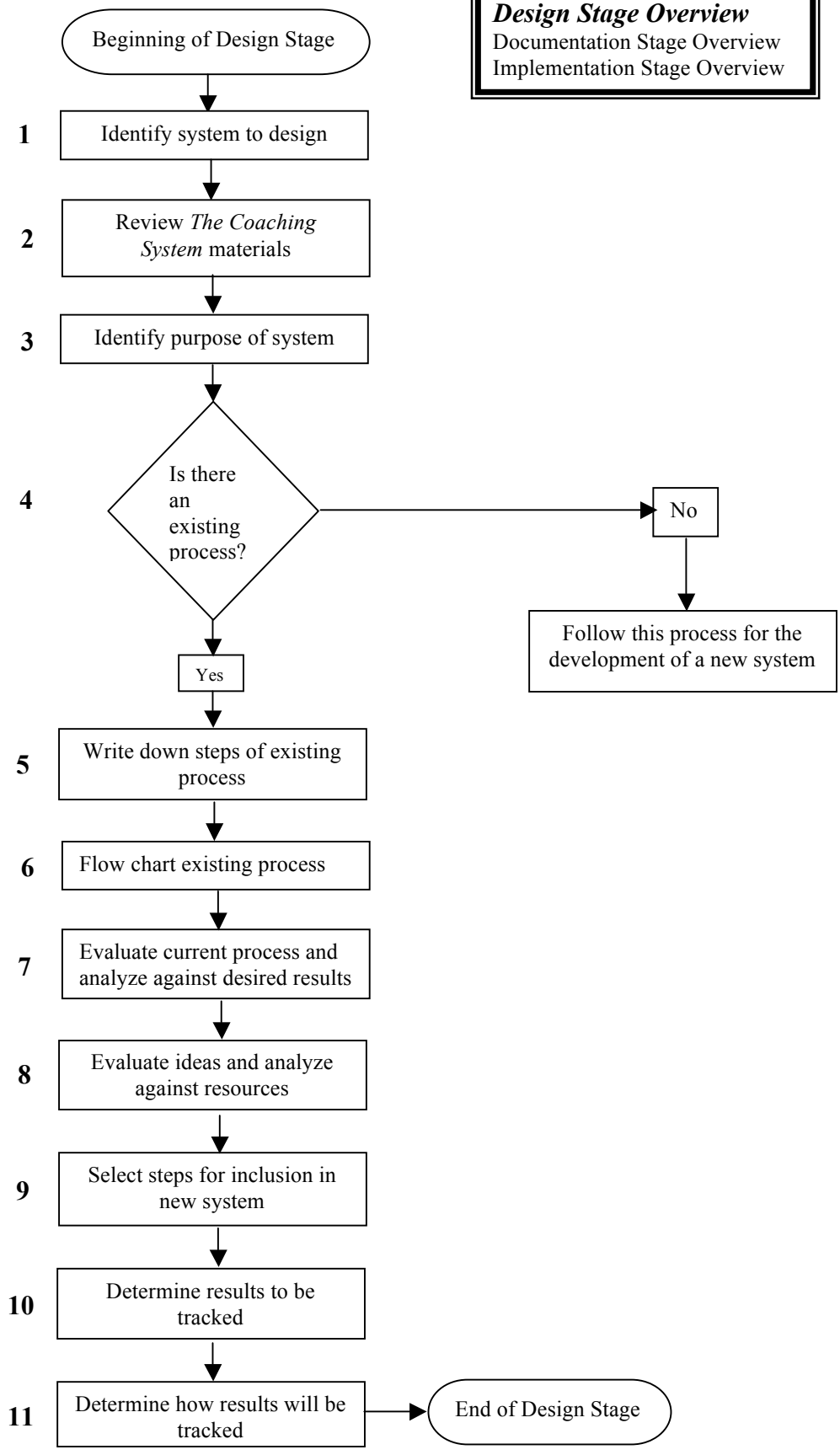


Creating Ministry Systems

Design Stage Overview
 Documentation Stage Overview
 Implementation Stage Overview



Design Stage Template

1. System To Be Designed

Identify the system to be created or improved.

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2. Program Materials To Be Reviewed

Discuss appropriate program materials with Ministry Advantage Coach

Coaching System Module	Section	Tasks

3. Purpose Of System

Identify the purpose of the system—its reason for existence and its ultimate objective.

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4. Identify Existing Process

Is there an existing process in place for handling this function?	_ Yes	_ No
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5. Steps To Existing Process

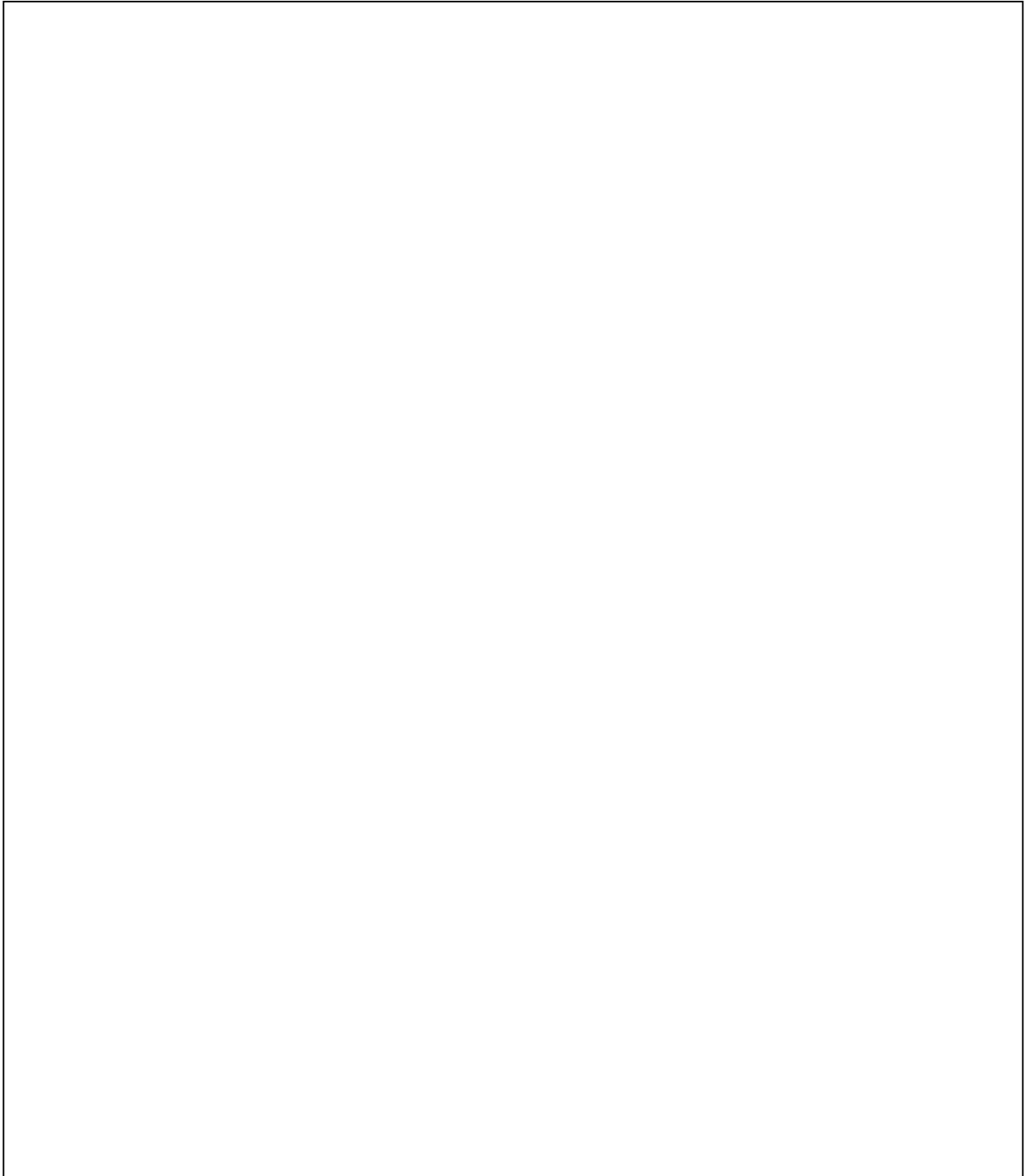
Identify each step of the current process (if any)

Steps to Existing Process	Flow Chart Symbol/Action	Necessary?	
		_ Yes	_ No
		_ Yes	_ No
		_ Yes	_ No
		_ Yes	_ No
		_ Yes	_ No
		_ Yes	_ No
Do results match the purpose of the system?		_ Yes	_ No

Design Stage Template

6. Flow Chart Existing Process

Diagram the steps currently followed, not what steps *should* be followed. Before beginning, determine who has the most knowledge about the existing process and ask for their input.



Design Stage Template

7. Evaluate Current Process

Evaluate the existing process (if any) against the purpose of the system. Does the existing process meet the objective? If not, where does it fall short?

What is in the existing system that doesn't need to be there? Evaluate each step and ask yourself why it's included.	
What is not in the existing system that needs to be there to achieve the purpose identified? Why does it need to be there?	

8. Evaluate And Analyze Ideas

Evaluate ideas and analyze them against the resources (people, time, money) needed to implement each one. If resources are inadequate, can idea be modified to work within the resources available?

Ideas for Improvement	Resources Required

9. Select Steps For New System

Select the steps for inclusion in the new system that will achieve its purpose.

Description of Step	Flow Chart Symbol/Action

Design Stage Template

10. Determine Results To Be Tracked

Determine what results will be tracked to measure the success of the new system and the targeted result. Be as specific as possible.

Result	Result to Track	Targeted Result
1		
2		
3		
4		
5		

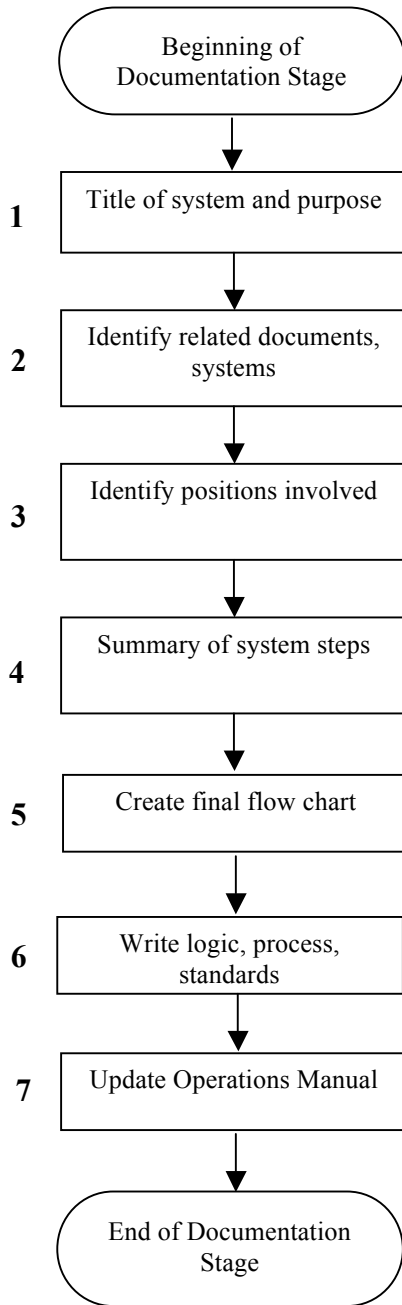
11. Determine How Results Will Be Tracked

Determine how each result will be tracked and what position will be responsible for tracking it. Tracking of results will be included in the steps of the final system.

Result	Tracking Method	Person Responsible
1		
2		
3		
4		
5		

Creating Ministry Systems

Design Stage Overview
Documentation Stage Overview
Implementation Stage



Documentation Stage Template

1. Title of System

Purpose of System

2. Related Documents/Systems Required

3. Ministries/Positions Involved In System

4. Summary of Steps

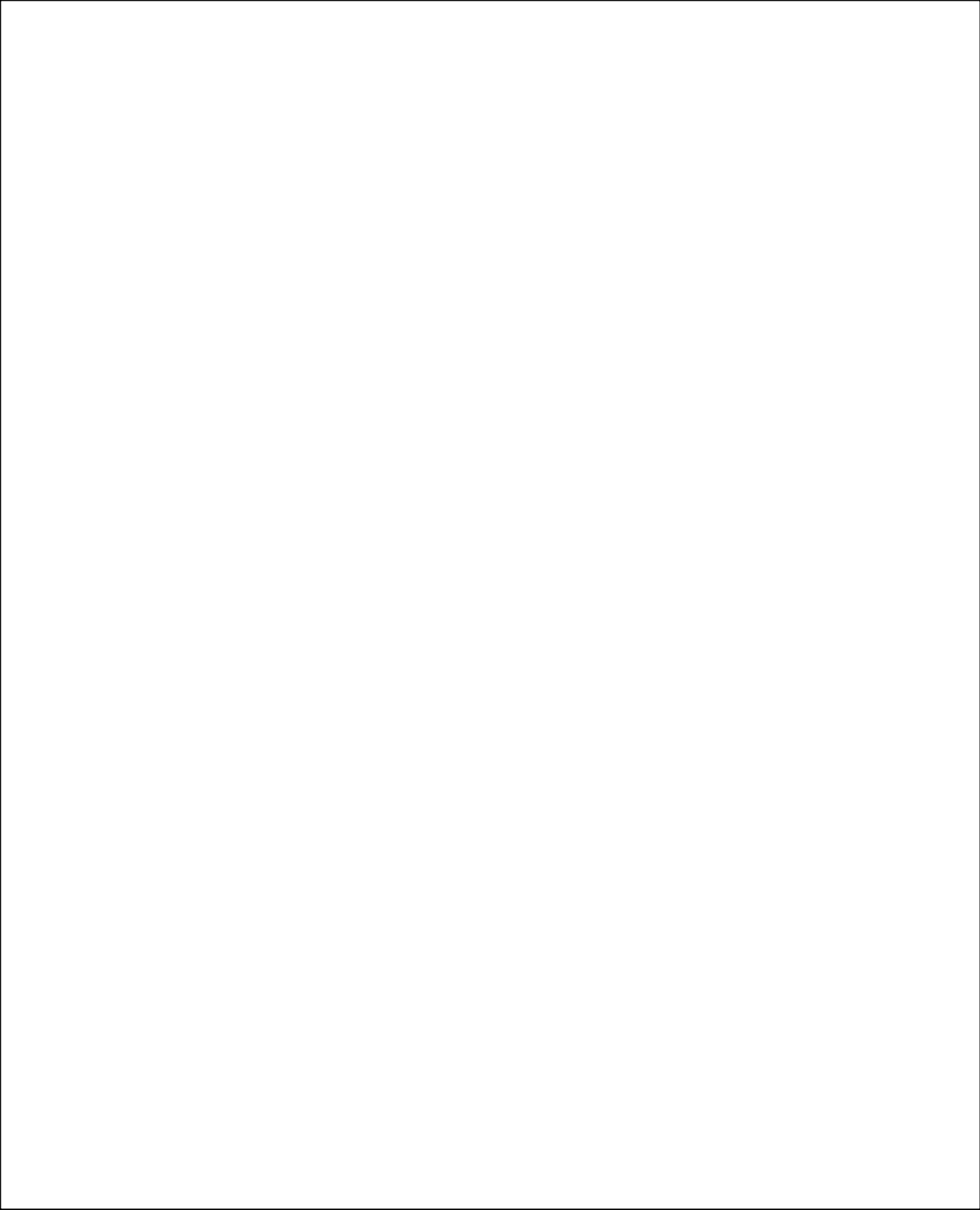
Step Number	Description of Step	Position Responsible
Step 1		
Step 2		
Step 3		
Step 4		
Step 5		
Step 6		
Step 7		
Step 8		

Summary of Steps

Step Number	Description of Step	Position Responsible
Step 1		
Step 2		
Step 3		
Step 4		
Step 5		
Step 6		
Step 7		
Step 8		
Step 9		
Step 10		
Step11		
Step 12		
Step 13		
Step 14		
Step 15		
Step 16		
Step 17		

Documentation Stage Template

5. Final Flow Chart



Documentation Stage Template

6. Logic, Process and Standards

Example:

Step: Guest Card information processed.

Logic:

Guest information and requests are processed to insure a quick response to needs for information, counseling, prayer, etc.

Process:

Guest Information Cards are processed quickly by the Director of Guest Services (DGS). The first response is to enter name(s), address, phone, and other information into the church's database. The next response is to distribute any specific requests to the appropriate ministry area leader. General church information will be mailed to the guest by the DGS. The DGS will follow up with ministry leaders to insure contact has been made.

Standards:

The Guest Information must be retyped for legibility and a Guest Follow-Up Form completed within 48 hours.

Step:

Logic:

Process:

Standards:

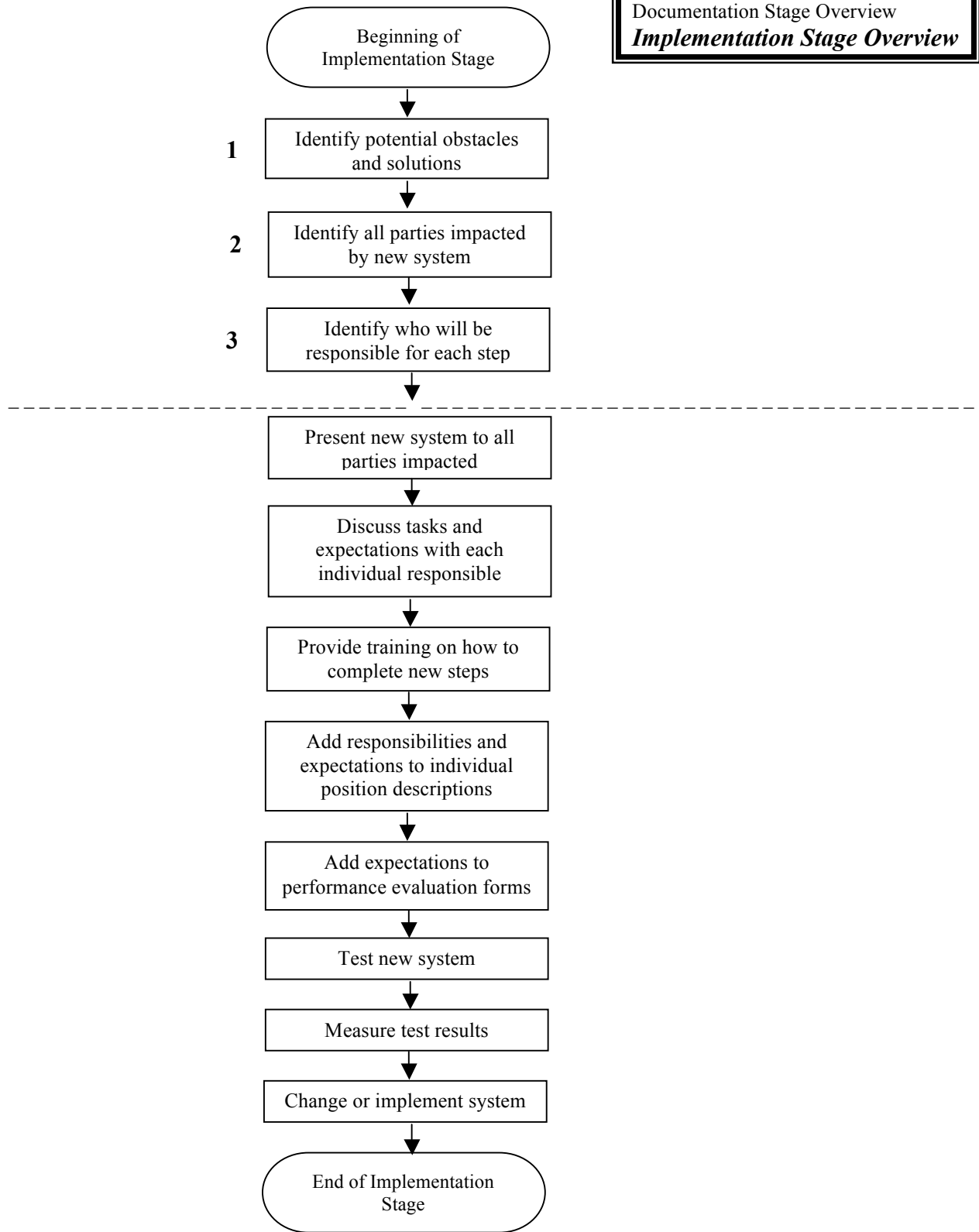
Logic, Process and Standards

Step:
Logic: <hr/> <hr/>
Process: <hr/> <hr/> <hr/> <hr/> <hr/>
Standards:

Step:
Logic: <hr/> <hr/>
Process: <hr/> <hr/> <hr/> <hr/> <hr/>
Standards:

System Implementation Stage

Design Stage Overview
Documentation Stage Overview
Implementation Stage Overview



Implementation Stage Template

1. Identify Potential Obstacles

Identify potential obstacles to implementation and solutions to overcome those obstacles.

Potential Obstacles	Potential Solutions

2. Identify Parties Impacted

Identify all parties impacted by the new system and in what way they will be impacted.

Parties Impacted by System	Type of Impact

3. Identify People Responsible

Identify specific people who will be responsible for each step of the new system.

New System	Responsible Person(s)