

MINISTRY PROPOSAL FORM

Name of Ministry Group: _____

Name of Ministry Event: _____

Description of Ministry Event: _____

Proposed Date(s): _____ Time: _____

Location: _____

How does this ministry connect with the mission of Shiloh? _____

Lead Team Organizer: _____

Has a planning committee been selected? Yes No

Who are the committee members? _____

What other ministry teams/groups are involved? _____

Who is your target audience? _____

What is your marketing strategy? _____

What is the planning timeline?

Start date: _____ End date: _____

What are your budgetary needs? Please attach details. \$ _____

Please explain how you will measure or evaluate outcomes (check all that apply)

- number of attendees increased focus in specific area increased skills and knowledge
 new members to Shiloh or to ministry relationship building use tracking methods
 amount of money raised other

Please explain other: _____

SMART Goal for Ministry Event – (please write your goal)

Specific, Measurable, Attainable, Realistic, Timely

SMART goal setting brings structure and trackability into your goals and objectives.

Specific: The more specific your description, the bigger the chance you'll get exactly what you are striving for.

Measurable: Measurable goals means that you identify exactly what it is you will see, hear and feel when you reach your goal. It means breaking your goal down into measurable elements.

Attainable: Is your goal attainable? That means examining whether the goal really is acceptable to you. You weigh the effort, time and other costs your goal will take against the other obligations and priorities you have in life. Do you have time, space and resources to reach your goal?

Realistic: Is it realistic or is it too lofty at this moment? Are you willing to take the steps necessary to make it happen?

Timely: Establish realistic timelines that will both push you but keep you on track to reach your goal in your desired timeframe. Be flexible.

Action Planning

(examples: develop marketing plan, establish budget, establish committee, contact vendor/contractors, etc.)

| Action (what will you do?) | Who (who will do it?) | Start Date (When will you start?) | Completion Date (when will you be finished?) |
|---------------------------------------|----------------------------------|--|---|
| | | | |
| | | | |
| | | | |
| | | | |

What will be the follow up actions? (examples: contact all those in attendance, have a debriefing session to evaluate event, plan to repeat the event, plans to observe growth in certain areas.)

Submitted by: _____ Approved by: _____

Submission date: _____ Approval date: _____

If not approved, please indicate why and corrective action steps: _____

