

## **Mission & Outreach – SMART Plan for Action**

All congregational groups wanting to undertake a Mission & Outreach project are asked to submit this “SMART Plan” to the Mission & Outreach Committee. The S.M.A.R.T. Plan identifies the **S**pecific objective, **M**issional focus, **A**ccountability, **R**esources needed, and **T**imeline. You may submit the “SMART Plan” either online or with a paper copy.

The Mission & Outreach Committee determines how proposed projects fit the St. Paul mission and vision. Priorities already set annually inform the evaluative process. Prior to submitting the “SMART Plan” groups are encouraged to read the “Mission & Outreach – Policy and Procedures” found on the St. Paul website.

Both new projects as well as projects already identified as a St. Paul ministry focus are requested to submit a “SMART Plan” prior to each ministry action. The Mission & Outreach Committee will review the proposal, determine whether and how it fits into the St. Paul mission, and what resources the congregation can provide to support the effort. While keeping in mind the timetable preferred by the group, the Committee also sets the date for each project according to how it fits into the overall church calendar.

### **Specific Objective:**

*Name the actual action(s) you plan to accomplish.*

### **Mission / Outreach:**

*Briefly explain how this project coincides with the mission and vision of St. Paul Lutheran Church.*

*Mission:* *Rooted in God’s Grace, we grow loving relationships with Jesus and each other to serve in the world.*

*Vision:* *Answering Christ’s call to revitalize lives and the community by enabling the sacred ground to become the common ground.*

*How many people do you expect being served by this project?*

### **Accountability and Authorization:**

*Name of the person responsible for directing & overseeing the project.*

*Contact information of this leader (email, phone number).*

*Name the group sponsoring this project. If this is an ad hoc group, please identify persons.*

*If there is a staff person working with this project, provide the name.*

## Resource Requests to Support the Project

### Communication

Do you desire communication to the entire congregation to solicit support for your project? \_\_\_\_\_

Note: The Mission & Outreach Committee will determine the communication media available.

### Facilities

What St. Paul facility use do you desire to support the project?

[Please check all that apply]

- ☐ Sign-up desk
- ☐ Narthex display
- ☐ Storage space
- ☐ Meeting/gathering space
- ☐ Kitchen
- ☐ Tables
- ☐ Chairs
- ☐ Church grounds

### Financial

Do you want a financial contribution to support the project? \_\_\_\_\_

How much support do you desire? \_\_\_\_\_

[Note: Please complete these questions if the project is to collect money or certain items as listed in the Specific Objective section.]

### Participation

Are you looking to gather volunteers from outside of your group to assist with the project? \_\_\_\_\_

### Timeline:

*What is the preferred date(s) for your project?*

*What is the timeline / benchmarks for the build-up and completion of the project?*

### Next Steps:

- 1) *The Mission & Outreach Committee will act upon this request and report back to the person submitting the "SMART Plan".*
- 2) *If approved, the Committee will inform the Operations Director and the Communications Director as applicable.*
- 3) *The project leader is responsible to contact the Operations Director and the Communications Director to make arrangements for approved support.*
- 4) *Upon the project's completion, the project leader submits to the Mission & Outreach Committee a one-page report detailing the results of the project, persons served, what you learned, and potential future projects.*

**Person completing this form:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

[Please submit the paper form to the church office to the attention of Mission & Outreach Committee]