

# **Mission and Ministry Plan**

## **Part 1**

**(Required)**

## Creating a Mission and Ministry Plan

The Bishop of Huron has asked that every parish/regional ministry in the Diocese create a Mission and Ministry Plan for the 5 year period 2018-2022, to be submitted to Annual Vestry 2018 and to the Diocese (1 copy to the Territorial Archdeacon and 1 copy to the Executive Archdeacon) by March, 2018. The intention is to identify a way forward for every part of the Diocese, with clearly identified mission purpose and concrete goals to support that purpose.

We have provided a template (attached) that all parishes/regional ministries are expected use, along with some advice on process (attached). This booklet contains basic goals that must be met by all parishes. If your parish cannot meet them by the specified date, please indicate in the appropriate column the date by which you expect to reach the goal. There is a column for “Proposed Action.” Here is where you enter your plan for fulfilling the goal.

The template is divided into sections: five based on the Five Marks of Mission, and others on Ministry and Leadership, Congregational Health, Long-term Future, Buildings, and Finances. Each section includes an explanation and room for goal-setting.

If your parish has goals beyond those named in this booklet, please use the “Mission and Ministry Plan, Part 2 (Optional)” to enter your other priorities. That booklet also contains numerous suggestions for parish goals which are worth considering.

## Suggested Process

In order to simplify the task of creating a plan, we've identified a process that we think will be helpful. Your parish/regional ministry may have its own way of moving forward and that's fine. Steps 6 and 7 are not optional, however. The Mission and Ministry Plan must be passed by Vestry, the latest acceptable date being Annual Vestry 2018, and submitted to Church House and the Territorial Archdeacon.

1. Create a task force to respond to the challenges of the five marks of mission as identified within the mission plan. It is suggested that this visioning not be made another task of the council or wardens, but that a separate task force be created that will involve fresh and experienced eyes. The task force must include the Rector/Priest-in-Charge.
2. Terms of reference should be prepared by council to ensure that the committee has a clear focus of what their tasks and deadlines are. This will include the requirement that monthly reports be provided to the Parish/Regional Council as well as special reports in June and November. The task force should consider the results of the Self-Assessment, the phased goal benchmarks in the diocesan mission plan and other available resources.
3. Concurrently the council should complete the Parish Self-Assessment. Knowing where you are can help you to know where you can go. The questions asked in the Self-Assessment are intentionally arranged to prepare you for answers that you can enter into your Mission Plan. It will be an essential resource for the work of the Task Force. However completing it should not become one of its tasks.
4. Separately the Clergy/Council/Wardens/Finance/Building Committee should respond to the goals set in sections 6 – 10 of the mission plan.
5. Distribute the draft to the congregation(s) and invite amendments and other responses; a Town Hall meeting or some similar form of engagement is a good idea within the month of June. The findings of the task force should be shared with wardens and council before any vestry submission or presentation.
6. The final plan must be accepted by motion of Vestry. A Special Vestry for the purpose, by the end of November 2017, is advisable, so that planning can be undertaken for Annual Vestry 2018. Otherwise, the Mission Plan may be accepted at Annual Vestry 2018.
7. Submit final copies to: 1) the Executive Archdeacon of the Diocese of Huron, the Ven. Tanya Phibbs, and 2) the Territorial Archdeacon. Together the archdeacons will review and respond to each submission.

8. Timeline:

- a. May 2017 Creating a task force within the parish
- b. June 2017 Evaluating the current mission statement and discussing the needs to be addressed
- c. September 2017 Formulation of the Mission plan in two months
- d. November 2017 Parish consultation and draft approval via presentation to council or a special vestry meeting
- e. January 2018 Vestry approval

## **Mission and Ministry Plan**

### Sections

1. Evangelism: The First Mark of Mission
2. Discipling: The Second Mark of Mission
3. Service: The Third Mark of Mission
4. Transforming Society: The Fourth Mark of Mission
5. Safeguarding and Renewing the Earth: The Fifth Mark of Mission
6. Ministry and Leadership
7. Congregational Health
8. Long-term Future
9. Buildings
10. Finances

1. Evangelism: The First Mark of Mission

“To proclaim the Good News of the Kingdom” is to share the news that in Christ God is reconciling to world to himself (2 Cor. 5:19), in words. How can you speak the Good News to the world around you?

Evangelism: Minimum Goals	Will meet goal by due date (Yes/No)	If not meeting goal by due date, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)	Proposed Action
<p>Participate in one evangelism training event Due date: by Dec. 2018</p> <p><i>-may be a shared event</i> <i>-may be a workshop, book study, series of educational events</i> <i>-the Director for Mission and Ministry leads these</i> <i>-you can use the “Thy Kingdom Come” video series: <a href="https://www.thykingdomcome.global/faith">https://www.thykingdomcome.global/faith</a></i> <i>-Wycliffe College’s Institute of Evangelism can provide people and resources</i></p>			
<p>Identify the group of people whom your parish/regional ministry hopes to reach Due date: by Annual Vestry 2019</p> <p><i>-may be defined by age, socio/economic class, or geographic location - must be specific enough that you can reach them with particular activities</i> <i>-should be feasible for you to reach</i></p>			

<p>Undertake two evangelism activities designed to reach the identified group          Due date: by Annual Vestry 2022</p> <p><i>-these activities must include explicit proclamation of the Good News, in words</i>  <i>-social events, such as dinners and concerts, may count but only if a significant component of the event is explicit proclamation</i></p>			
<p>Other:</p>			

2. Discipling: The Second Mark of Mission

“To teach, baptize and nurture new believers” and, indeed, all believers, is the work of discipling. How can your congregation(s) foster the Christian development of new participants, long-time members, and everyone in between?

<b>Discipling: Minimum Goals</b>	<b>Will meet goal in 2018 (Yes/No)</b>	<b>If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)</b>	<b>Proposed Actions</b>
Host, or participate in, a Lenten formation series, such as “The Five Marks of Love”  <i>-“The Five Marks of Love” engages the Five Marks of Mission and is available from Church House</i>			
Regular small groups for prayer, Bible study, and other Christian formation			
Require substantial baptismal preparation, including church attendance and explanation of baptismal meanings and promises			



3. Service: The Third Mark of Mission

“To respond to human need by loving service” is a central aspect of Christ’s call. The challenge for us is to remember that loving service engages us personally with those in need, so that we are changed by the encounter. Simply providing a building or sending a cheque misses the heart of what Christ asks of us, indeed, offers us. How can your congregation(s) find real needs and offer service that is truly loving?

<b>Service: Minimum Goals</b>	<b>Will meet goal in 2018 (Yes/No)</b>	<b>If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)</b>	<b>Proposed Actions</b>
Participate in at least one ongoing community-oriented charitable service activity Due date: Annual Vestry 2018  <i>-this requires the active involvement of parishioners (not just clergy) in outreach for others</i> <i>-may be in cooperation with non-parishioners</i> <i>-simply providing space in the church building does not qualify</i>			

4. Transforming Society: The Fourth Mark of Mission

“To seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation” is a call to go beyond charitable giving and help to change the world that creates human needs. How can your congregation(s) join in God’s work of building the Kingdom by participating in the transformation of society?

<b>Transforming Society: Minimum Goals</b>	<b>Will meet goal in 2018 (Yes/No)</b>	<b>If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)</b>	<b>Proposed Actions</b>
Host/participate in an educational event on the UN Declaration on the Rights of Indigenous Peoples and participate in the Blanket Exercise Due date: by Annual Vestry 2018			
Appoint a contact person for the Primate’s World Relief and Development Fund. Due date: by Annual Vestry 2018			

5. Safeguarding and Renewing the Earth: The Fifth Mark of Mission

As Christians, we are called to “safeguard the integrity of creation.” Our world is a gift from God. We bear responsibility for it. How can your congregation contribute to the work of caring for the Earth?

<b>The Earth: Minimum Goals</b>	<b>Will meet goal in 2018 (Yes/No)</b>	<b>If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the “Proposed Action” column.)</b>	<b>Proposed Actions</b>
Do a green assessment of your parish buildings.			
Decrease use of electricity and water.			

6. Ministry and Leadership

Ministry and Leadership: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
Parish Council meetings  <i>-Parish Council meetings must occur at least four times a year                      -at least three days notice should be given of all meetings of Parish Council</i>			
Teaching element in every Parish Council meeting  <i>-Parish Council should be about more than business; include some element of learning about God and our Diocese of Huron</i>			
Nominating Committee for officers  <i>-nominations should be recommended by parishioners, so that the community owns its life</i>			
Effective communications  <i>-ensure that the congregation knows about the possibilities and challenges that are being faced, and about events to attend</i>			

<p>Participation in life of the Deanery and Diocese</p> <p><i>-active and regular involvement</i></p>			
<p>Warden and Treasurer training</p> <p><i>-the Diocese offers training for wardens and treasurers</i></p>			

7. Congregational Health

Congregational Health: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
Safe Church Compliance			
Safe Church policies and procedures on bullying and harassment are normal aspects of parish life.			
Ensure broadly-based decision-making <i>-avoid concentrating decision-making authority among few parishioners</i>			
Regular opportunities for fellowship and community building <i>-fellowship after worship is a common example</i>			
Conversations are done in person, on the phone, and/or video chat. <b>No conversations via email.</b> <i>-email should be used only for general sharing of information; talking about issues and decision-making should not occur over email because email does not aid in resolution</i>			

8. Long-term Future

<b>Long-term Future: Minimum Goals</b>	<b>Will meet goal in 2018 (Yes/No)</b>	<b>If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)</b>	<b>Proposed Actions</b>
Complete Mission and Ministry Plan Due date: Annual Vestry 2018			

9. Buildings

Buildings: Minimum Goals	Will meet goal in 2018 (Yes/No)	If not meeting goal in 2018, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
<p>Fill out the attached Property Condition Matrix for all buildings in the parish's care</p> <p><i>-this is the Property Condition Matrix from the Parish Self-Assessment Booklet (available on the diocesan website under Resources/Parish Toolbox/Congregational Development)</i></p>			
<p>Identify lists of building condition issues that will need: 1) to be addressed within the next five years, and 2) in the next five to ten years.</p> <p><i>-the Property Condition Matrix will help</i></p>			
<p>Identify significant building elements that because of condition or age will likely need to be addressed.</p> <p><i>-the Property Condition Matrix will help</i></p>			



<p>Establish budget costs and timelines.</p> <p><i>-with trade or professional help, establish budget costs that include a 20% contingency allowance.</i></p> <p><i>Provide this to the finance committee</i></p>			
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10. Finances

Finances: Minimum Goals	Will meet goal by due date (Yes/No)	If not meeting goal by due date, indicate date by which you will meet (Show plan to move toward goal in the "Proposed Action" column.)	Proposed Actions
<p>Balanced budget Due date: Annual Vestry 2018 and continuing thereafter</p> <p><i>-a balanced budget may include the use of interest from endowed funds, but must not include the use of capital</i> <i>-a balanced budget must list all expenses including apportionment &amp; clergy costs</i></p>			
<p>Full apportionment and clergy costs paid monthly (or as indicated – <i>explain in "Proposed Action" box</i>) Due date: ongoing</p> <p><i>-diocesan and national expenses are ongoing, so apportionment is best paid on a monthly basis or earlier</i></p>			

<p>Parish conversation about finances Due date: by Sept. 30, 2017</p> <p><i>-may follow a town hall format or may be by written document distributed to the whole parish/regional ministry</i> <i>-a full presentation to the parish/regional ministry of the financial situation and prospects of the parish/regional ministry</i> <i>-includes data about projected givings and expenses over the next five years</i></p>			
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## PROPERTY CONDITION MATRIX

### SITE

**NAME OF PARISH:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

Do you have a survey of the property?	<input type="checkbox"/> yes	<input type="checkbox"/> no			
	If yes please include a copy	If no would you provide a sketch with approximate dimensions			
Do you have a septic bed or are you connected to municipal services?	<input type="checkbox"/> septic bed	<input type="checkbox"/> municipal services			
If you have a tile bed when was the last time it was looked at?	<input type="checkbox"/> within the last 5 years	<input type="checkbox"/> 5 – 20 years	<input type="checkbox"/> longer	<input type="checkbox"/> do not know	
If you have a well when was the last time it was reviewed or updated?	<input type="checkbox"/> within the last 5 years	<input type="checkbox"/> 5 – 20 years	<input type="checkbox"/> longer	<input type="checkbox"/> do not know	
Is there a cemetery on the property?	<input type="checkbox"/> yes	<input type="checkbox"/> no			
Does the parish have a separate cemetery elsewhere?	<input type="checkbox"/> yes	<input type="checkbox"/> no			
Do you have a propane or oil tank on site?	<input type="checkbox"/> yes	<input type="checkbox"/> no			

If you have an oil tank where is it located?	<input type="checkbox"/> underground	<input type="checkbox"/> inside the building	<input type="checkbox"/> do not know		
How many parking spaces do you have on the property?	<input type="checkbox"/> spaces on pavement	<input type="checkbox"/> spaces on gravel			

## BUILDINGS

Which of the following buildings does the parish have?	<input type="checkbox"/> church	<input type="checkbox"/> separate parish hall	<input type="checkbox"/> rectory	<input type="checkbox"/> the # of other buildings	PLEASE complete a separate check list for each building
Approximate age of oldest part of the building?	<input type="checkbox"/>				
Approximate size of the main floor?	<input type="checkbox"/> sq feet	OR <input type="checkbox"/> square metres			
Number of storeys (including basement level) for each building?	<input type="checkbox"/> sq feet	OR <input type="checkbox"/> square metres			
Size of the entire building including useable basement, upper floors and balconies?	<input type="checkbox"/> sq feet	OR <input type="checkbox"/> square metres			
Do you have drawings for any of the buildings, floor plans etc.?	<input type="checkbox"/> yes	<input type="checkbox"/> no			

Type of Construction: check <b>one of the following</b> for each building or insert a description	( ) yes Wood structure with sloped roof and siding on the walls	( ) yes Wood roof structure and floors with masonry	( ) yes Steel and masonry construction	( ) yes Other Please describe	

## ROOFS

Type of roof ( <b>check one for each</b> ) If a building has more than one type insert approx. % or area of each		<b>LIFE CYCLE</b>			
	Slate	100 years	( ) %		
	Cedar shakes or shingles	50 – 75 years	( ) %		
	Asphalt Singles	20 – 30 years	( ) %		
	Metal roof	30 years	( ) %		
	Flat roof membrane	25 years	( ) %		
When was the last time major work or replacement of these roofs was done?	( ) Within the last 5 years	( ) 5 – 20 years	( ) longer	( ) do not know	
Indicate which section of the roof was addressed?					
Do you know the approximate cost of the work completed?	\$ ( )				

Have you had roof leaks since the last major work?	( ) yes	( ) no			

## EXTERIOR WALLS

Type of walls ( <b>check one for each</b> ). If a building has more than one type insert approx. % or area of each		<b>LIFE CYCLE</b>			
	Masonry	100 years	( ) %		
	Metal or plastic siding	50 years	( ) %		
	Wood siding	40 – 80 years	( ) %		
	Other (please describe)		( ) %		
When was the last time major work was done to the walls?	( ) Within the last 5 years	( ) 5 – 20 years	( ) longer	( ) do not know	
Do you know the approx. cost of this work?	\$ ( )				
Do you have a bell tower and/or a spire?		70 years	( ) yes	( ) no	
If yes what is approx. height from ground level to top?			( ) feet OR ( ) metres		

How many stained glass windows do you have?		60 years	( ) windows		
Do they have storm windows?	( ) yes	( ) no			
When was the last time major work was done to the windows?	( ) Within the last 5 years	( ) 5 – 20 years	( ) longer	( ) do not know	

## INTERIOR

Type of heating system (indicate approx. age)		<b>LIFE CYCLE</b>			
	Steam or hot water boiler with radiators	25 – 35 years	( ) years old		
	Forced air system	25 years	( ) years old		
Does your system cool as well?	( ) yes	( ) no			
Has there been a major upgrade to any of the systems since it has been installed (indicate the year)?	( ) within the last 5 years	( ) 5 – 20 years	( ) longer	( ) do not know	
When was the last time the following other interior items were upgraded?					



	Lighting	50 years	( ) within the last 5 years	( ) 5 – 10 years	( ) longer ( ) do not know
	Electrical work other than lighting	50 years	( ) within the last 5 years	( ) 5 – 10 years	( ) longer ( ) do not know
	Floor finishes	25 years	( ) within the last 5 years	( ) 5 – 10 years	( ) longer ( ) do not know
	Wall and ceiling finishes	50 years	( ) within the last 5 years	( ) 5 – 10 years	( ) longer ( ) do not know

**ACCESSIBILITY – Do you have the following?**

Accessible building entrance	( ) yes	( ) no			
Accessibility to all public areas in the building	( ) yes	( ) no			
A lift or elevator	( ) yes	( ) no			
Accessible washrooms	( ) yes	( ) no			
Accessible pews or designated wheelchair areas (provide the # of spaces provided)	( ) yes	( ) no			

