





### **OUR MISSION**

Why does this ministry or department exist in the church?

Example of a mission statement:

The ministry or department of ,\_\_\_\_\_\_ exists for the purpose of bringing the gospel of Jesus Christ to every home and person, in additionto provide a place where members and non-members of the church can find opportunities for growth, in order to take part in the preaching of the gospel.





### **OUR METHOD**

What are the methods to fulfill the mission in this ministry or department?

Method example: Guided by the Bible and the Holy Spirit, Seventh-day Adventists continue this mission by living, communicating, discipling, teaching, healing, and serving like Christ.

# MISSION STATEMENT

### **OUR VISION**

What is the vision for this ministry or department?

Vision Example: In harmony with biblical revelation, Seventh-day Adventists view God's plan as the climax of restoring all His creation into full harmony with his perfect will and justice.

Every strategy, Every methodology and any programming or planning must be based on the fulfillment of God's mission. To be more effective in this task it is necessary to be intentional in adopting a double dimension of this sacred trust. Namely:

### a. The dimension of the internal mission

It refers to the retention and restoration of believers in the image of the Lord Jesus Christ. Both aspects must be developed collectively, but also individually, since the final objective of the church's mission is the salvation of man, granted by God through man; according to what Paul describes in Ephesians 4: 8-16.

### b. The dimension of the external mission

It consists of the preaching of the gospel to everyone around each ministry or department; "And he said to them: Go into all the world and preach the gospel to every creature." (Mr. 16:15).

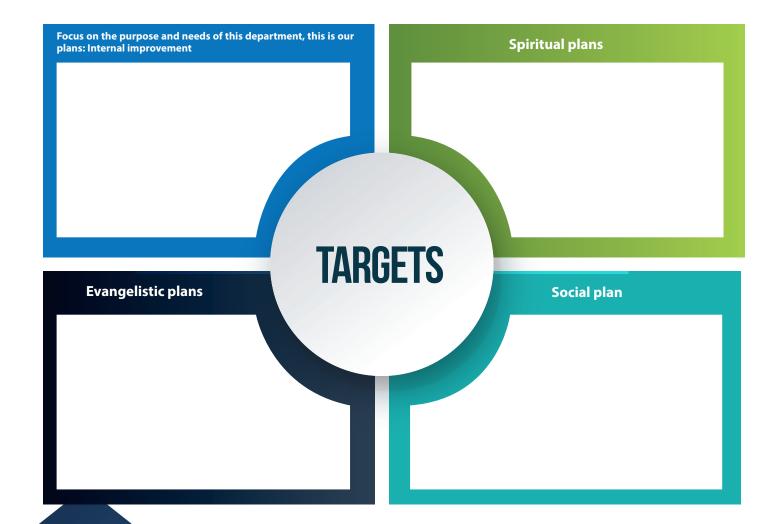
# **GOALS**

### **PURPOSE**

What is the purpose of this department in the church?

### **NEEDS**

What are the needs of this department in the church?



## **MISSIONARY PLANS**

ACTIVITIES/WHAT?
METHODS/ HOW?
PERSONNEL/ WHO?
DATES / WHEN?
PLACES / WHERE?

## **EVANGELISTIC PLANS**

ACTIVITIES	S/WHAT?			
GROUPS	S/ WHO?			
TERRITORIES/ WHERE?				

# WEEK OF PRAYER TO PROMOTE MISSION

THEME SUNG THEME OF THE WEEK OF PRAYER	
DATES	/ WHY?
TODICS TO	BE PRESENTED
TOPIOS TO	DE PRESENTED
WHAT TIME TO	O PRESENT?

# SPECIAL ACTIVITIES TO FULFILL THE MISSION

WHAT? / WHEN? / WHERE?					
PURPOSE/ WHY?					
PERSONNEL/ WHO?					
PERSONNEL/ WHO?					

# **SOCIAL ACTIVITIES WITH A SENSE OF MISSION**

WHAT? / WHEN?	WHO WILL BE IN CHARGE?	METHOD/ HOW?	PLACE OF ACTIVITY

### **MISSION VISITATION PLAN**

### **NOTES**



"Order is the foundation of all things"

### **MONTHLY BOARD MEETING**

PLACE	·
DATE	
TIME	•

AGENDA POINTS	RESULTS / VOTES

### MONTHLY REPORT TO THE BOARD

PLACE:	DATE :	TIME:	
	MONTHLY PROGR	RAM	
	NEEDS		
	PROBLEMS		
	FUTURE PLAN	S	
	PROGRESS		

### **DESCRIPTION OF THE POSITION**

POSITION	DESCRIPTION

### **DELEGATION OF RESPONSIBILITIES**

RESPONSIBILITY	DESCRIPTION	PERSON In Charge

### **SURVEY**

THE WEEKLY PROGRAN		
THE WEEKLY PROGRAN		
THE WEEKLY PROGRAN		
THE WEEKLY PROGRAM		
	MS? ARE THEY FOCUSED ON THE MISSION?	
THE WEEKLY PROGRAN	/IS, ARE THEY FULFILLING THE INTERNAL AND EXTERNAL MI	SSION
TOPICS WOULD YOU LIK	(E TO DISCUSS?	
CTIVITIES WITH A SENS	SE OF MISSION WOULD YOU LIKE THE DEPARTMENT TO HAVE	?
MMENDATIONS?		
IPATE AND HELP IN TH	E FOLLOWING ACTIVITIES:	
	TOPICS WOULD YOU LIKE ACTIVITIES WITH A SENSOMMENDATIONS?	THE WEEKLY PROGRAMS, ARE THEY FULFILLING THE INTERNAL AND EXTERNAL MI  TOPICS WOULD YOU LIKE TO DISCUSS?  ACTIVITIES WITH A SENSE OF MISSION WOULD YOU LIKE THE DEPARTMENT TO HAVE  DIMMENDATIONS?  CIPATE AND HELP IN THE FOLLOWING ACTIVITIES:

### **BUDGET**

ACTIVITY/PROJECT	BUDGET	EXPENSES	BALANCE

### **EXPENSE**

DATE	NAME	REASON	QUANTITY

### **MONTHLY EVALUATION**

GOALS / TARGETS / PROGRAMS / ACTIVITIES	EVALUATION
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
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	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10
	1 2 3 4 5 6 7 8 9 10

# SCHEDULES

"Being together is the beginning of everything, remaining together is progress, working together is the key to be successful."

### **WEEKLY SCHEDULE**

WHAT? / WHY?	
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HOW?	
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WHOO	
WHO?	
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N WHAT WAY?	
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### **MONTHLY CALENDAR**

MONTH:				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

### **ANNUAL SCHEDULE** 1 MONTHLY THEME: 7 MONTHLY THEME: PROGRAMS: PROGRAMS: 2 MONTHLY THEME: **8 MONTHLY THEME:** PROGRAMS: PROGRAMS: 9 MONTHLY THEME: **3 MONTHLY THEME:** PROGRAMS: PROGRAMS: 10 MONTHLY THEME: **4 MONTHLY THEME:** PROGRAMS: PROGRAMS: **5 MONTHLY THEME:** 11 MONTHLY THEME: PROGRAMS: PROGRAMS: **6 MONTHLY THEME:** 12 MONTHLY THEME: PROGRAMS: PROGRAMS:



"Getting the sources is half of the work; the other half is to use them wisely"

### THEMES LIST

#	THEMES	DESCRIPTION

### **PREACHERS LIST**

NAME	FIELD EXPERTISE	PHONE #	RECOMMENDED BY

### **LIST OF METHODS**

METHOD	DESCRIPTION

### **SOCIAL ACTIVITIES LIST**

ACTIVITY	DESCRIPTION

### **TALENT LIST**

NAME	TALENT	PHONE #	RECOMMENDED BY



A successful man follows the same advice that he gave to others

### MEMBERSHIP RECORDS

NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
POSITION IN THE CHURCH	AGE	POSITION IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
POSITION IN THE CHURCH	AGE	POSITION IN THE CHURCH	AGE	
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ADDRESS	•	ADDRESS	ADDRESS	
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POSITION IN THE CHURCH	AGE	POSITION IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
POSITION IN THE CHURCH	AGE	POSITION IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	

### **ASSOCIATE MEMBERS RECORDS**

NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS		
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
FRIENDS IN THE CHURCH	AGE	FRIENDS IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
FRIENDS IN THE CHURCH	AGE	FRIENDS IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS		
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
FRIENDS IN THE CHURCH	AGE	FRIENDS IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
FRIENDS IN THE CHURCH	AGE	FRIENDS IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
FRIENDS IN THE CHURCH	AGE	FRIENDS IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	
NAME	PHONE #	NAME	PHONE #	
ADDRESS		ADDRESS	ADDRESS	
NATIONALITY	BIRTHDAY	NATIONALITY	BIRTHDAY	
FRIENDS IN THE CHURCH	AGE	FRIENDS IN THE CHURCH	AGE	
	MARITAL STATUS		MARITAL STATUS	

### ATTENDANCE RECORD

DATE	NAME	ACTIVITY

### **BIRTHDAYS (MEMBERS)**

NAME	DATE	# PHONE	POSITION

### **BIRTHDAYS (FRIENDS)**

NAME	DATE	# PHONE	POSITION

### **PREVIOUS PROGRAMS**

DATE	ТНЕМЕ	METHOD	PRESENTED BY