
TEMPLATE 1: Planning Checklist

Refer to Page 9

- LAUNCH THE PLANNING PROCESS - 2 months
 - Identify Leadership
 - Set Guidelines for Opportunity
 - Identify Stakeholders
 - Select Planning Team
 - Reaffirm Mission
 - Set Core Values
 - Communicate Process

- ASSESS THE CURRENT SITUATION - 3 months
 - Determine Assessment Methods
 - Anticipate External Forces
 - SWOT (?) Analysis
 - Communicate Findings

- SET STRATEGIC DIRECTION - 1 month
 - Vision
 - Vision Statement
 - Create Your Vision Statement

- DEVELOP STRATEGY AND TACTICS - 1 month
 - Micro (SMART) Goals

- IMPLEMENT PLAN - 3 months
 - Implementation Principles
 - Role Clarity
 - Share Implementation Plan

- MANAGE PROCESS - Quarterly
 - Design Ongoing Program Evaluation and Updates
 - Performance Support
 - Annual Planning Workshop

TEMPLATE 2: Mission Statement & Core Values

Refer to Page 13

MISSION STATEMENT:

Considerations:

- Name of Your Church
- Description of Actions the Fulfill Purpose of the Church
- Describe Who Church Serves
- Describe Why these Actions Are Taken

Notes:

CORE VALUES:

Considerations:

- Define Values Group Operates by
- Concise - $\frac{3}{4}$ Significant Values
- Describe Who Church Serves
- Describe Why these Actions Are Taken

Value 1: _____

Value 2: _____

Value 3: _____

Value 4: _____

TEMPLATE 3: Sample Announcement

Letter to the Community

Refer to Page 17



THE GREEK ORTHODOX CATHEDRAL OF THE ANNUNCIATION!

2500 Clairmont Road N.E., Atlanta, GA 30329 • Tel.: (404) 633-5870 • Fax: (404) 633-6018
 Web: www.atgoc.org • E-mail: office@atgoc.org

Rev. Fr. Paul A. Kaplanis
 Dean

Rev. Fr. Christos P. Mars
 Presbyter

Dear Fellow Parishioners,

A man's mind plans his way, but the LORD directs his steps.
 Proverbs 16:9

Where are we going as a parish? What are our goals as we continue to move forward? How should we best accomplish these goals and how do we prioritize them? These are very important questions. How we answer them will have a profound impact on our community both today as well as for generations to come. To better answer these questions, the Future Planning Committee of the Parish Council has begun the task of creating a comprehensive Strategic Plan. We call this plan our **Faith Map**.

What is the Faith Map? Simply put, it will be our guide for growth. It is a strategic plan that outlines overarching goals and accompanying initiatives for the parish. Furthermore, it is a plan that will not only identify these goals, but also prioritize them. The Faith Map will be a document that everyone in the community will have a hand in crafting.

Over the past few months, the Future Planning Committee has been working on a preliminary analysis of the community's strengths and opportunities as well as an honest assessment of areas that still need work. Based on this analysis, we are ready to move forward and begin the creation of the Faith Map. We will create this map together in three phases. We are trying to provide as many avenues as possible for your participation! Through a questionnaire and various in-person meetings, we will be asking you for your thoughts and ideas about the future of our community. What would you like to see us accomplish? What is important to you? The three phases are:

Phase One	Phase Two	Phase Three
<i>Winter/Spring 2013</i>	<i>Summer 2013</i>	<i>Fall 2013</i>
Gather information via all forms of media including mailings, and online questionnaire	Committee will go through all responses and organize them	Present our findings and set priorities to complete the Faith Map
Members will visit parish and cultural organizations for their feedback and personal reflections		
Two town hall style meetings to give another opportunity to share information		

More detailed information will be forthcoming after the holidays including dates for all of our meetings and where you can access the questionnaire. We look forward to your participation in this important endeavor! As we plan our way, may our Lord and Savior Jesus Christ continue to direct our steps.

In Christ's Service,

Rev. Fr. Paul A. Kaplanis

Rev. Fr. Paul A. Kaplanis
 Dean

Rev. Fr. Christos P. Mars

Rev. Fr. Christos P. Mars
 Presbyter

Stephen Georgeson

Stephen Georgeson
 Parish Council President

Nickitas Demos

Nickitas Demos
 Committee Chair

TEMPLATE 4: Sample (Question) Agenda for Community Worship

Refer to Page 18

QUESTION 1:

“Now faith is the assurance of things hoped for, the evidence of things not seen”
(Hebrews 11:1)

What are your ideas for our community to better WITNESS our Faith through Service, Outreach and Fellowship?

QUESTION 2:

“Worship him who made heaven and earth, the sea and the fountains of water”
(Revelation 14:7b)

What are your ideas for our parish to grow spiritually closer to Christ through WORSHIP?

QUESTION 3:

“So then brethren, stand firm, hold to the traditions which you were taught by us, either by word of mouth or by letter” (2 Thessalonians 2:15)

What are your ideas to provide continuing EDUCATION at the highest level?

QUESTION 4:

“For every house is built by someone, but the builder of all things is God” (Hebrews 3:4)

What are your ideas to create new and improve existing FACILITIES to better serve our community?

QUESTION 5:

“Your sons and daughters shall prophesy and your young men shall see visions and your old men [and women] shall dream dreams.” (Joel 2:28)

What OTHER ideas would you like to recommend?

TEMPLATE 5: SWOT Analysis

Refer to Page 18

- Strengths & Weaknesses are Internal Areas within Parish Control

Top Strengths

- 1.
- 2.
- 3.
- 4.
- 5.

Top Weaknesses

- 1.
- 2.
- 3.
- 4.
- 5.

- Opportunities & Threats are External Areas a Parish has Less Influence

Top Strengths

- 1.
- 2.
- 3.

Top Weaknesses

- 1.
- 2.
- 3.

	Opportunities	Threats
Weaknesses		
Strengths		

TEMPLATE 6: Sample Survey Monkey

Refer to Page 18

As you answer the following questions, think about this in the context of the next five to eleven years.

1. What should our church be known for?

2. What are the most important characteristics of an Orthodox Church and its community?

3. As you think about our church, what's working well?
(Strategies, Methods, Programs, Action, Attitudes, Skills, Etc.) [Ministries, Programs, Services]

As you think about our church, what's not working well?
(Strategies, Methods, Programs, Actions, Attitudes, Skills, Etc.)

TEMPLATE 7: Vision Statement

VISION STATEMENT:

Considerations:

- Keep it Short
- Focus on the Future
- Use Powerful Action Oriented Words
- Create a Picture of the Future that Stirs Passion in Others

Notes:

TEMPLATE 8: S.M.A.R.T.E.R. Goals

Refer to Page 26

Using the S.M.A.R.T.E.R. Goal structure helps you specify goals that can be met. SMARTER goals will help you to be successful so keep positive as you work through the answers to the guiding questions.

Initial Goal (Draft goal that you want to develop):

1. Specific (who needs to be involved, what are you specifically trying to accomplish, when will this be accomplished, why is it important that the goal be reached, where will it occur, and will anything else need to be accomplished prior to obtaining this goal?)

2. Measurable (How will the goal be measured? What will it be measured with?):

3. Achievable (Do you have the tools/skills/resources that you need to reach your goal? If not, then what would be involved with assembling the tools/skills/resources that are necessary?):

4. Relevant (What is the motivation for this goal? Is this shorter term goal relevant to your Macro Goals, Vision Statement, and Mission? Is this the right time to address this goal?):

5. Time-bound (What is the timeline for this goal including each step along the process? Is this timeline realistic considering other factors that are important to your community such as annual events, holidays, concurrent commitments, etc.? When will the goal be achieved?):

TEMPLATE 9: Goal Sharer

Refer to Page 27

WHY would you use this template?

Use this template to identify key audiences who need to be aware of your strategic and implementation plan, and define the tools, formats, timelines, and content for each.

WHEN would you use this template? When you are preparing for the launch of your strategic or annual plan and to manage ongoing communications

Intended Audience	Communications process				Content to be covered		
	Communications tool	Date	Format	Lead	Goal 1	Goal 2	Goal 3
Priest and Hierarchy	List type of communications tool (e.g., meeting, email, forum, etc.)	MM/YYYY	Describe form and venue of delivery	Designate leader for each communication	List issues to be covered within each related goal		
Parish Council							
Council of Ministries/ Ministry Leaders			Example: In-person presentation		Review outcomes and objectives		
General Assembly	meeting		Example Video and powerpoint		Launch strategy		
			In-person discussion		Detailed work planning		
All of Community	EXAMPLE: Monthly newsletter with stories on progress	Monthly, starting	Email and website		Monitoring, performance measurement, and recognition of progress		

TEMPLATE 10: Vision Statement

Refer to Page 30

WHY would you use this template?

For each goal, use this implementation template to assign roles, and estimate anticipated outcomes, milestones, and resources required, and interdependencies with other goals

WHEN would you use this template?

After SMART goals have been determined

1. GOAL # : *Name of Goal*
2. EXPECTED RESULTS: *Answer*
3. TEAM:
 - Goal Leader: *Name, Title, Role*
 - Goal Team Member: *Name, Title, Role*
Name, Title, Role
Name, Title, Role
 - Proposed Start Date: *MM/DD/YY*
 - Proposed End Date: *MM/DD/YY*
4. RESOURCES REQUIRED:
 - Financial/Other Implications: *Describe staff and volunteer time associated with implementing goal*
Describe other financial needs or resources associated with implementing goal
5. INITIATIVE WORK PLANS AND INTERDEPENDENCIES:
 - Objectives: *List sub-goals in chronological order of estimated completion*
 - Outcomes: *List the expected outcomes for each sub-goals*
 - Lead: *Designate the person who will own the sub-goal*
 - Due Date/ Milestone: *MM/YY*
 - Resources: *List requirements (i.e. Fundraising, training, staff, volunteers, education, etc.) needed to achieve each sub-goal*
Include any interdependencies with other goals needed to achieve this goal

