**Planning Cycle as an Annual Rhythm**

(It is important to remember this is a macro cycle that also has the same micro cycles working within it.)

**April/May**: *Prayer/Discernment.*

* Set Vision/Mission/Goals for the year as a team. Establish or reestablish purpose statement.
	+ What are the larger church goals? How is your ministry called to join in on those goals?
	+ What will your specific ministry accomplish? What are the specific, attainable, measurable goals for the year? (See Template.)
* Once you have set your vision/purpose and goals this should be communicated to session. This should be communicated no later than May.

**June/July**: *Goal setting/decision making.*

* Name the goals for the team that have the top priority. Make assignments and work on a calendar to measure success.
* Summer can be a crossover time where you wrap up the previous year’s goals (Sept. - May or early August depending on your ministry calendar) and where you begin to set the framework for the next round of goals.
* This is a time to reach out to other ministries to see how you could work together on things and to set a larger calendar for your ministry for the year. Let Session know what your plans are, what resources you will need and what ministries you will be collaborating with.

**August**: *Steps to the goal.*

* Work toward the Fall.
	+ What needs to be in place to move forward powerfully, efficiently, and effectively when Church involvement ramps up?
	+ Who do you need to communicate with to share what you are working on or to invite to help?
* This is a time where work can be divided up and important groundwork can be laid to jump into things in September.

**September/October**: *Reviewing Progress.*

* What structures need to be in place to keep the team working steadily to achieve goals? What next steps should you be working on?
* Connect with the Session and let them know how things are going, what you need help with, what resources you need. (You should be supplying monthly updates to Session.)

**November/December**: *Reviewing Progress.*

* You should hopefully be wrapping up the process for at least one of your goals. Allow time for reflection and celebration.
* What went well? What was the outcome? What could have been done better? What needs to happen to hit the ground running in January? (You should be supplying monthly updates to Session.)

**January:** *Reviewing Progress.*

* What goals are left to work on? How are you acclimating any new leaders to the goals and progress?
* Share with Session what you will be working on from now until spring.

**February/March:** *Reviewing after completion.*

* This step also happens at various points throughout the year.
* Review all of your goals. What worked? What didn’t? Do we feel we achieved the goal? Did the activity/event/program/process serve its purpose? (if it didn’t what would we change? Should we continue with it?)
* Based on Session’s priorities for the new calendar year what should you begin praying and discerning about?