(1) Determining Critical Success Factors

A. Brainstorm a broad list of potential Critical Success Factors

- What factors are most likely to determine the success of following God's direction for your church's ministry?
- What are the key areas of the ministry of your church where exceptional performance will be critical to take the next steps in living out your mission, vision, and values?

Brainstorm a List of Potential Critical Success Factors

B. Select the highest priority Critical Success Factors for your church during this period by answering the following question:

- At what three or four things must our entire church excel, during this period, to provide the impetus for our direction to become a reality?
- What would be the consequence of poor performance and the results of good performance in each of these areas?

Current Highest Priority Critical Success Factors	Consequences of Poor Performance	Results of Great Performance

(2) Determine Your Measurements

Step 1: List your two to four Critical Success Factors in the left column then brainstorm on at least two to three potential ways that you could measure progress or effectiveness in each of these critical areas.

Critical Success Factors	Measurement Options
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.

Step 2: Review the list of Measurement Options from Step 1 above and select the one measurement for each Critical Success Factor that will be most likely to help you determine whether your church is making the progress desired in each critical area. Once you have determined the right measurements, write them on the chart below, then determine what mechanism or method you will use to take the "before" and "after" measurements. (i.e. surveys, leader's reports, church database, etc.)

Critical Success Factors	Measurements	Measurement Methods

(3) Identify Your Church-Wide Objectives

Use the following chart to write down the Critical Success Factors and Measurements you have defined from the previous implementation tasks. Write down one significant church-wide objective related to each. Use the following checklist as a guide to develop your objectives:

- ❏ Is it specific?
- ❏ Is it focused on a single theme?
- ❏ Is it focused on end results?
- ❏ Is it measurable or verifiable?
- ❏ Is it achievable with God's help?
- ❏ If it is accomplished, will it really produce the effect desired?

Critical Success Factors	Measurements	Church-wide Objectives

(4) Identify Your Shared Goals

Use the following chart to write down the Objectives you have defined from the previous task.   Write down one significant church-wide goal related to each objective.

Church-Wide Objectives	Shared Goals

(5) Develop Ministry Area Plans

1. Identify Key Ministry Areas and Ministry Leaders

Identify the key ministry area/teams and ministry leaders who will be responsible for developing and implementing Ministry Area Plans related to the shared goals of the church.

Listing of Key Ministry Areas	Ministry Leaders

2. Assist Ministry Area Leaders Create SMART Ministry Plans
   a. Specific: Complete each plan fully and clearly. (Refer to 3.)
   b. Measurable: Include exact results that can be tracked and measured.
   c. Attainable: Is the plan realistic? Is it too large?
   d. Relevant: Does the plan fit with the shared goals of the church – is it relevant where it is placed within the overall strategy.
   e. Timely: What is the completion date?

3. Developing a Specific Plan
   a. Who: Who is involved?
   b. What: What do we want to accomplish?
   c. Where: Identify a location
   d. When: Establish a time frame
   e. Which: Identify requirements, constraints, costs
   f. Why: Specific reasons, purpose, or benefits

4. Doing Regular Reviews
   a. Prompts Ministry Alignment
   b. Prioritizes Ministry Accomplishment
   c. Encourages Ministry Assessment
   d. Coaxes Ministry Affirmation
   e. Emboldens Ministry Correction
   f. Elicits Ministry Improvement

5. Questions to Consider when doing Reviews
   a. What: what will be measured and what standards will we use?
   b. When: how frequently will the reviews be done?
   c. How: will the review be formal or informal?
   d. Who: who will be reviewed, and who will do the review?
   e. Now What: how will we communicate?

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