



**SAMPLE ONLY**

# Ministry Action Plan

<b>First Impressions Category:</b> <b>Hospitality</b>	<b>Person Responsible:</b> <b>Hospitable Harry</b>	<b>Date:</b> <b>3/15/2016</b>
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Objective #1: Identify and implement a preferred route for first time guests

	Action Point	Assigned to	Date Due	Resources Needed
1	Determine route that has the best options	Jill	6/30	
2	Work with Accessibility to insure signage	Tom	6/30	
3				
4				

Objective #2: Establish a full team of trained greeters

	Action Point	Assigned to	Date Due	Resources Needed
1	Enlist greeters	Sally	5/30	
2	Determine greeter locations and roles	Henry	5/30	
3	Train greeters			
4				

Objective #3: Utilize handouts for first time guests

	Action Point	Assigned to	Date Due	Resources Needed
1	Determine what handouts are needed	Chase	5/30	
2	Prepare and print written handouts	Chase	5/30	\$100
3	Provide and implement child registration	Chase	5/30	\$100
4	Select and appropriate Welcoming gift	Chase	5/30	\$300

Objective #4: Train congregation to greet everyone on both sides of them in the row

	Action Point	Assigned to	Date Due	Resources Needed
1	Make monthly announcements from pulpit			
2	Have First Impressions model the behavior			
3	Write articles for web site, "Friendly Church?"			
4	Celebrate do-errs			



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**First Impressions Category:**

**Person Responsible:**

**Date:**

Objective # :

	Action Point	Assigned to	Date Due	Resources Needed
1				
2				
3				
4				

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	Action Point	Assigned to	Date Due	Resources Needed
1				
2				
3				
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	Action Point	Assigned to	Date Due	Resources Needed
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