TOOL 3: ACTION PLAN

From Helping Without Hurting in Church Benevolence

Consider adapting the below tool for your church’s action plan process.

SECTION 1: Reflection

A. Where You Want to Be:
   How would you like your life situation to be different or improved four to six months from now?
   Goal 1: ______________________________________________________
   Goal 2: ______________________________________________________

Optional Questions:
   • Do you think those goals are consistent with God’s desire for your life?
   • Where do you think He would like you to be in four to six months?
   • Would you like to make any revisions to your goals?

B. Abilities and Resources:
   What are some abilities and resources you have that could help you get to where you want to be four to six months from now?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

C. Obstacles:
   It is good to be aware of things that might get in the way of you getting to where you want to be four to six months from now. It can be helpful to specifically list possible key obstacles. Doing so can help all of us be aware of them and create plans to overcome them or at least lessen their impact.
   Internal obstacles (things about your personality or habits that could block or slow progress)
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
External obstacles (people or situations that could block or slow progress)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

SECTION 2: Planning for the Future Together

A. Things You Want to Do:
Steps that will move you to where you want to be in four to six months:

Goal 1
What specific things can you do? Do this by when?
(a) ___________________________________________  __________
(b) ___________________________________________  __________
(c) ___________________________________________  __________

Goal 2
What specific things can you do? Do this by when?
(a) ___________________________________________  __________
(b) ___________________________________________  __________
(c) ___________________________________________  __________

B. Things We Can Do to Support You:
How can church members help you get to where you want to be in four to six months?

Goal 1 (from above)
What specific things can the church do? Do this by when?
(a) ___________________________________________  __________
(b) ___________________________________________  __________
(c) ___________________________________________  __________

Goal 2 (from above)
What specific things can the church do? Do this by when?
(a) ___________________________________________  __________
(b) ___________________________________________  __________
(c) ___________________________________________  __________
SECTION 3: Encouragement and Accountability

A. Supportive People

It is hard for most of us to make changes alone. Therefore, as part of helping you toward your goals, we have an individual/team who would like to support you through prayers and encouragement. They have promised to:

• Pray for you every day.
• Talk with you at least once a week. This will be to see how you are doing and give you input as you desire.
• Keep information confidential as is appropriate.

Would you be willing to have an individual/team support you in your goals? ______________
Name of supportive individual/team leader ____________________________________________
Phone: __________________________________

B. Follow-up:

Plans fail if they get lost in the hectic nature of life, so staying in communication with each other is very important. It will help all involved to see how things are progressing and how the plan might need to be adjusted to reach your goals. Normally communication will be more frequent in the beginning of implementing the action plan to ensure that momentum is gained.

When and how or where can we next get together to check how things are going?
___________________________________________________________

Other conditions of agreement:

____________________________________________________________

Signature of individual:
___________________________________________________________
Date _______________________

Signature of church representative:
___________________________________________________________
Date _______________________

