

# TOOL 3: ACTION PLAN<sup>1</sup>

From *Helping Without Hurting in Church Benevolence*<sup>2</sup>

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?

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### 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)

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This tool is from Steve Corbett and Brian Fikkert, *Helping Without Hurting in Church Benevolence*.

This tool is adapted and expanded with permission from material from Diaconal Ministries Canada, "Guidelines for Benevolence."

External obstacles (people or situations that could block or slow progress)

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## 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<sup>3</sup>

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?

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Other conditions of agreement:

\_\_\_\_\_

Signature of individual:

\_\_\_\_\_

Date \_\_\_\_\_

Signature of church representative:

\_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> This tool is adapted and expanded with permission from Diaconal Ministries Canada, "Guidelines for Benevolence," accessed May 28, 2015, <http://diaconalministries.com/wp-content/uploads/2014/01/Guidelines-for-Benevolence-1.pdf>.

<sup>2</sup> Steve Corbett and Brian Fikkert, *Helping Without Hurting in Church Benevolence: A Practical Guide to Walking With Low-Income People* (Chicago: Moody Publishers, 2015), 99-101.

<sup>3</sup> Adapted from Jay Van Groningen, *Changing Times, New Approaches: A Handbook for Deacons* (Grand Rapids: CRC Publications, 1996), 88.