

# OPERATING PLAN

Prepared by: Stan Granberg | last revised: September 1, 2017

## Questions to answer

- Organize the meetings
  - How will they be held? Video conference, live, phone
  - Who will chair? It's best if the planter is not the chair person for the team
  - Who will take notes? Notes should capture the agenda, the major points of the discussion around each agenda item (not just conclusions), and decisions made
  - How often will they occur? We encourage two meetings close together to get started, then quarterly
- Communication
  - What kinds of communication will most help the team stay informed?
    - Plans: work plans and goals for the year, then for fall, winter, and summer
    - Programs and events: when new initiatives are launched or significant changes are made and big events
    - Prayer: regular prayer updates, best monthly
    - Planter newsletters to supporters and friends
    - Internal ministry communication can sometimes be a good source to stay abreast
  - How can the MT communicate support and involvement to the planter?
    - Attend all management team meetings and be engaged
    - Visit the plant at least once a year if possible (should at least be part of the MT/s once a year, in person meeting)
    - Connect to the planter's social media
    - Be willing to pick up the phone and call, text, or email to ask "how are you doing?"
- Ministry plant team
  - What kind of relationship should exist between the MT and the plant team members?
  - What kind of communication would be appropriate between the plant team members and the MT?
- Accountability: how can accountability be engaged for these areas?
  - Theological:
    - What are the ministry and planter's practices revealing
    - Know the planter's network relationships
    - Listen to sermons for cues as to frustration, excitement, energy, freshness, etc.
    - Ask!
  - Strategy:
    - Be familiar with the Kairos strategy board and seasons of planting
    - Review key activities and skills connected to each strategy board tile
    - Review the planter's plan for the year and metrics at least quarterly

- Ask for the coming year's plan and go over it as a MT (the typical planting year begins with the start of school each fall)
- Ethics:
  - Talk with spouse and team members
  - Know the financial team and have someone tasked to receive financial reports and to personally communicate with them
  - Encourage planter to have at least two counseling sessions a year to promote health