

Step Three: Establish & Launch the Plan

Create a Plan

Creating a plan for your Health Ministry based on the survey and needs of the congregation is the pathway to success.

We are all in this together

Steps for the Plan:

1. Analyze the feedback from the surveys and work with your Health Ministry Team to develop a vision and mission.
2. Create and state your mission
 - What is the purpose of your Health Ministry – ex: education, service, caretaking?
3. Identify members and roles
 - Create a list of all members of the Health Ministry and their responsibilities.
4. List your goals
 - What do you want to achieve through the Health Ministry?
5. Design your objectives
 - How will you achieve your goals?

Houses of Worship should be trusted sources of health information – mind, body, and spirit!

Organize your Plan

Use the FORM D below 'Quick Start for Developing a Plan' to help you organize

Volunteers are the key!

- Volunteers can help with events, making phone calls, setting up displays, passing out information, speaking to small groups.
- Volunteers support the vision and mission of the Health Ministry.
- Volunteers assist with needs of the Health Ministry including volunteer coordination, clerical tasks, administrative and technical help.
- Volunteers bring feedback and new ideas to the team.

Launch the Plan

This should be a celebration! You and your team have worked so hard!

Report out on your activities

We included a Health Ministry Quarterly Report to help you keep track of all your activities and how they support the mission of your Health Ministry. Keeping track of your activities can help you with planning the next ones, ideas for including more participants, and documenting community outreach and partnerships. Consider having a formal report to the congregation on a regular basis.

Find FORM E below 'Health Ministry Quarterly Report' to help keep track of your progress

Print Forms D & E and use as guidance

Quick Start for Developing a Plan (Example)

1. WHAT DO YOU WANT THE HEALTH MINISTRY TO DO?

List components you might include in the Health Ministry.

Example:

- Educate people about health issues
- Start a Diabetes Campaign
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2. HOW WILL YOU EXECUTE THESE IDEAS

Plan activities to accomplish each component you plan to do from the ideas listed in #1.

Example:

- Educate people about health issues
 1. Put information in the weekly bulletin/announcements
 2. Make brief presentation in worship class/meeting
 3. Create posters
 4. Put on a skit/play
 5. Handout information
- Start a Diabetes Campaign
 1. Use social media to promote
 2. Create a Fundraiser
 - a. Example - Bake sale
 3. Start a support group
 - 4.
 - 5.

3. WHAT RESOURCES WILL YOU NEED AND WHERE CAN YOU LOCATE THE RESOURCES?

- Start a Diabetes Campaign
 6. Use social media to promote
 7. Create a Fundraiser
 - b. Example - Bake sale
 8. Start a support group

Quick Start for Developing a Plan

1. WHAT DO YOU WANT THE HEALTH MINISTRY TO DO?

List components you might include in the Health Ministry.

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-
-
-
-

2. HOW WILL YOU EXECUTE THESE IDEAS

Plan activities to accomplish each component you plan to do from the ideas listed in #1.

- _____
 - 1.
 - 2.
 - 3.
 - 4.

- _____
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

3. WHAT RESOURCES WILL YOU NEED AND WHERE CAN YOU LOCATE THE RESOURCES?

- _____
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Plan Tracking Sheet (Example)

List everything you may need including speakers, supplies, etc. for each activity.

Identify resources in your organization or your community

Goal	Activity	Resources Needed	Where to Locate
EDUCATE PEOPLE ABOUT HEALTH ISSUES	Bulletin/ Announcement Inserts	Accurate Information	Medical professionals, health organizations (American Heart Assoc.)
	Presentations	Speakers with accurate information	Nurses, Doctors, Extension services, agents and educators
	Posters	Colorful artwork statistics/graphs	Magazines, artistic kids/adults, internet
	Skits	Good material, and actors (members) for the skit	Outgoing people, good content/script
	Handouts	Attractive printed information on health issues	Create handouts, use printed information from major health organizations

START A DIABETES CAMPAIGN	Use social media to promote	Good content, catchy slogans, volunteers	Facebook, Instagram, organization members
	Create a Fundraiser	Volunteers, Bakesale	Organization, local community, local bakers
	Weekly meetings	Handouts, brochures, feature speakers during service	Volunteers in the organization, doctors, health workers

Plan Tracking Sheet

Goal	Activity	Resources Needed	Where to Locate

PRINT ADDITIONAL COPIES OF CHART IF NEEDED

Health Ministry Quarterly Report

Reporting Period: _____/_____/_____ to _____/_____/_____

Name of Ministry: _____

Health Ministry Activities:

1. Described all activities that occurred during this period:

a. **Activities:** List classes, phone calls, presentations, seminars, sermons, screenings, etc.:

_____ # of participants _____

_____ # of participants _____

_____ # of participants _____

b. **Health Information Distributed:**

Subject Covered: _____ # of people who received info _____

Subject Covered: _____ # of people who received info _____

Subject Covered: _____ # of people who received info _____

c. **Referrals:**

of referrals made to a health service or medical provider(s): _____

d. **Community Outreach:**

List of activities or interactions you had outside the organization:

e. **Partnerships:**

Name of Ministry Team Member completing the report: _____

Signature: _____ Date: _____/_____/_____