



Planning Tools Guide

Know, Be, Do Tool

Sow, Feed, Grow & Prune Tool

Action Planning Tool

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KNOW, BE, DO TOOL

The Purpose of this Tool

We believe that each ministry aligns and contributes uniquely to the vision of U R Church to Know God! Be Strong! And Do...! This tool helps to check the alignment and contribution of each ministry and is designed to be completed collaboratively with all the relevant leaders (refer to Leadership Matrix). Alignment with the vision statement is checked with this planning tool by identifying how the ministry helps the people served and the ministry teams Know God, Be Strong and Do...!

How to Use this Tool

Read

Read the Vision Framework document and the relevant Ministry Handbook.

Write

From the perspective of their role, each person contributes a list of what take place in the ministry area. This can be achieved using a method that works for all involved i.e. Butchers paper, stick notes, lists prepared at home etc. Remember, to include activities like preparation, building teams, administration, fund raising as well as anything that occurs monthly, or annually.

Review, Record, Reflect & Repeat

Note: Don't rush this step. The most powerful part of the activity as everyone talking to achieve a shared understanding.

Review where each item on your lists belongs one at a time using the following guide:

1. Is the listed item primarily about the **people served** or the ministry **team members**?
 - a. If the people served, it belongs on the top row of the Know, Be, Do Summary.
 - b. If the team members, it belongs on the bottom row.

2. From the perspective of the **people served/team members** as per above question, is the listed item primarily about:
 - a. Helping them learn about and/or connect with God = Know God
 - b. Helping to develop Godly characteristics and qualities = Be Strong
 - c. Helping them using their gifts and talents to serve others = Do...

If the group is undecided, either: Pick the primary place it belongs or, separate it into the distinct aspects that belong in the different places.

Record the decision on a shared workspace i.e. whiteboards, butchers paper etc. These will need to be transcribed to the Know, Be, Do Summary at the end of this exercise.

Reflect on the conversation and record any insights, scriptures or important points as an additional notes on your shared workspace.

Repeat

Report to the Executive Leadership Team

Select someone to transcribe your work into the 'Know, Be, Do, Template'. Send the finished copy to the Executive Leadership Team (ELT). Feedback will be provided from the ELT before starting the Sow, Feed, Grow and Prune Tool.

SOW, FEED, GROW & PRUNE TOOL

The Purpose of this Tool

The Sow, Grow, Feed & Prune planning tool will help us to continue developing healthy, fruitful and ministries by identifying what areas to **sow**, **feed**, **grow** and **prune** for continued health.

			
Sow New opportunities and/or needs that we could start meeting.	Feed Existing activities that require additional attention, energy and resourcing for further growth.	Grow Fruitful activities that are self-sustaining without much additional effort.	Prune Ministry areas not contributing to the vision of U R Church or no longer sustainable.

How to Use this Tool

Read

Read The Know, Be, Do Summary just completed and any Sow, Feed, Grow & Prune Summaries completed from previous years.

Reflect and Record

- One at a time, **reflect** on each item recorded in the summaries and decide if it is an area to Sow, Grow, Feed or Prune using the following questions:
 - Is there something missing or that needs to start in this area? If yes, then **Sow**
 - Is additional attention, energy and resourcing required in this area? If yes, then **Feed**
 - Is it healthy, bearing fruit and self-sustaining? If yes, then **Grow**
 - Is there anything that needs to be stopped for continued health? If yes, then **Prune**
- **Record** each decision on the Sow, Feed, Grow & Prune Summary

Additional Ideas

Ask "With our time, skills and finances..."

- ...what could we start to **sow** into next?
 - What current needs are unmet? What new opportunities are there?
 - What areas of the vision framework are lacking?
- ...what could we **feed** to help it 'mature' and be fruitful?
 - What is running and could be fruitful if given more time, skills and/or finance?
- ...what do we have **growing**, that we want to continue fruitfully?
 - What do we need to be mindful of not to neglect?
 - What should we celebrate regularly?
- ...what do we need to **prune** back to conserve our resources for sowing and feeding?
 - What is not adding value to the vision?
 - What do we put a lot of time, energy and/or finances into and see little reward for? Is it essential and can it be stopped?

Report

Send the finished copy to the Executive Leadership Team (ELT). Feedback will be provided from the ELT before starting the Action Plan.

ACTION PLAN TOOL

The Purpose of this Tool

This tool will help create a 12-month plan to action the highest priorities identified in the Sow, Feed, Grow and Prune Summary.

How to Use this Tool

✦ Prioritise

Identify and rank the top 4 priorities recorded in each quadrant of the Sow, Feed, Grow & Prune Summary.

📝 Write

Using the Action Plan Template, write a SMART goal for each of the 4 priorities in each quadrant of the Sow, Feed, Grow & Prune Summary. SMART Goals are:

- **S**pecifically articulates what is wanted to be achieved.
- **M**easurable by finding an objective metric to use. This could be numbers or feedback.
- **A**ttractive and desirable to the people responsible for the people involved.
- **R**ealistically can be achieved; it is not just wishful thinking.
- **T**ime frame for achieving the goal is defined.

Using the Action Plan Template, identify who will be responsible for leading the activity required to achieve the goal. Write down two names if both are equally responsible.

Using the Action Plan Template, write down which months of the year will be dedicated to both starting and finishing the work for each SMART goal. It is important to spread the workload of each SMART goal throughout the year. Avoid overcommitting by allowing more time than you think you need.

📧 Report

Send the finished copy to the Executive Leadership Team (ELT). Feedback will be provided from the ELT before starting to action the plan.