

Goals and Actions

GOAL (Be Specific): Send a welcome letter to every visitor within one week of their visit to our church

Actions/Initiatives	Timeline	Other Groups	Leadership	Resources	Evaluate
What are the specific actions/initiatives needed for this goal?	The date by which this step will be accomplished	Who else must we consult with to take this step?	Who is the overall coordinator?	What do you need to accomplish this goal?	What did we learn? How will we know when we've met our goal?
Write a letter	By Labor Day	Pastor	Merle		
Decide how it will be sent		Office staff	Office staff	Office supplies	
Keep track of who has received a letter		Office staff	Jenny	Spreadsheet	Designate one person to keep track
Personal signature		Pastor	Pastor		Pastor's day off is Monday