

Lightcast Networks
Breakdown - The 10 Steps to Implementing a new Tech Ministry
www.lightcastnetworks.com

1. Analyze the need

Identify and relate overlapping goals of stakeholders, who will be your audience e.g. would Home-Bounds like to connect to a real time audio service? Will Finance committee be concerned with the budget? How will the new ministry affect it, will it increase tithes to make up for a short fall? What are the goals of the Audio Video ministry, and can they support having someone dial a telephone device from church, right before the service to enable a Lightcast services? How does it relate to seniors initiatives? Does the church have the time and people to install a small device at the Home-bounds' homes?

2. Define A New Technology Ministry Vision.

Sponsor(s) with an idea, define your Vision. Make it visual if possible. Begin with stating your concept. In project management we create a problem statement; here we will create an **OPPORTUNITY FOR NEW MINISTRY STATEMENT**, which builds up to a **MISSION STATEMENT** and ultimately the **VISION STATEMENT**. This may all be said in one statement defining the ministry and a few other sentences setting the context, scope and parameters (features and qualities). (See "Build the Vision Diagram" pdf) on our website

3. Create Your New Tech Ministry's Charter Document, Identifying The Scope.

Develop your ministry case. Describe the reason for the ministry, the importance, how it helps and supports initiatives. Name your new ministry by encompassing the objective with a short name. e.g. "The Connections Ministry" like our customer Unity Baptist Church uses. Define ministry objectives: the purpose, what is to be accomplished and long term benefits. Define ministry deliverables, final outcomes. Define ministry recipients, those who will benefit. Define recipient's requirements, specific functions and features to be involved in final deliverable. Identify all stakeholders who may be involved in the ministry, including all recipients. Survey your stakeholders on their wants and needs as it applies to your idea. Fill in the gaps. See our website for new ideas here.

4. Define Ministry Scope

Create the boundaries of the ministry and thereby lessening "scope creep" or uncontrolled expansion outside of the set objectives, e.g. we will install Lightcast services in 10 Home-bound homes and allow them to dial in with their Home Receivers to connect to the 10:30am Sunday service.

5. Design A Technology Ministry Roll Out Plan. (This Plan may be better served in the "Directors Guide" used after approvals for a new ministry, however some church committees like to be presented exactly what needs to be done for approvals)

Design an outline or framework and fill in your plan. This will give you direction, provide goals, targeted results, milestones and provide some standards to achieve.

Side Note - This Plan can be done before or after Approvals:

Much of this section can be done after approval or authorization to move forward, however the more you can show how you will implement a plan the higher the probability of authorization. This plan will increase credibility and justification and make it easier to have your new ministry approved. We suggest at least developing a high level plan to present to the Church's Leadership councils or committees.

Identify tasks, sequence tasks, develop control benchmarks and milestones, determine budget and needed resources, and establish communication lines. Make a flexible and agile guide managing people, time and resources without over planning to the point of micro-managing each small detail. Organize your thoughts and steps by drawing them out on paper, white boards, using simple sticky notes, calendars, charts. Drawings will motivate and help monitor. See our website for new ideas here.

As part of the Plan, develop ministry resource and logistics strategy for or with (if you have already recruited a few) assigned Director, Leaders and other volunteers helpers.

Prepare preliminary **task schedule** (this will be filled in more detail after approval):

- A. Plan how to communicate between members and stakeholders - meetings, email, teleconferences, e.g. Lightcast teleconference every Tuesday nite at 7:00pm.
- B. Identify who will be included as initial recipients, e.g. Home-bounds to use Lightcast services. Survey and get permission from initial recipients to be involved in ministry. Share realistic expectations with them; explain the new lay ministry aspects.
- C. Schedule who will do what tasks. The best way to avoid burn out is build depth with multiple trained volunteers, e.g. Larry, Tom and Julie will work the Lightcast Church Interface on different Sundays, e.g. the seniors class will install the Lightcast Home Receivers. Decide how many assignments per volunteer.
- D. Plan who will be backup, develop a **farm system** and cross train volunteers, e.g. who will backup Lightcast Church Interface Operator. (generally, this is the sound/mixer person).
- E. Plan how will tasks get done, set up a training time and location, include topics like the logistics and materials needs.
- F. Develop a **Critical Path**. Flow-chart the tasks and resources needed to proceed to the end result. Using a calendar and necessity of each task, map out what has to happen and what can be done sequentially or simultaneously without holding up the project. Include a milestone calendar to identify advancements.
- G. Keep a **resource log** estimating time and budget resources.
- H. Plan who will handle procurement and manage costs, e.g. who writes checks for services, how much and when.
- I. Where will funding come from, will there be budgeted line item or sponsors or listed on the offering envelope etc.
- J. Keep a planned **pre-event check list**, e.g. see Lightcast' operator system simple instructions guide, to reduce any states of alarm.
- K. Risk management/assessment and put contingencies of all the above in place (what is Plan B), e.g. list what could go wrong and back up plans. Soon see our website for our "Operators What If" guide
- L. Develop a plan for maintenance, e.g. annual funding, testing and adjusting quality of sound.
- M. Monitoring success at the homes, e.g. surveying Home-bounds for feedback and communicating to Team members.

6. Design a simple Master Ministry Budget Plan

To move forward with your new ministry many times the most closely scrutinized resource are the costs associated. Budget estimate can be top-down using historical costs from experience, however if the ministry is new, a bottom up may be better suited. Gather all direct and indirect costs needed to be reviewed. Get with all your vendors and those in the church that have experience with similar work budgets. Have your vendors break it down in an easy summary and a backup detailed Budget and Proposal document. Take all tasks and documents

and look for gaps and missing amounts. Create your **Ministry Master Budget Plan**. Look for sources of funding not only through class contributions, discretionary funding, new line items on a budget but also, new ways to save church money to fund a new ministry, this can be used in the **Ministry Presentation**. See our Fund a Ministry page on our website

7. Call for a **Ministry Orientation Meeting** of all stakeholders and committees, which may overlap.
Gain buy-in by stakeholders to consider your Ministry plan with high level Vision and Mission is communicated. Communicate a special committee should be developed to review details.
8. **Develop a Special ministry committee structure type**
Have your Church Leadership and staff team choose a ministry committee structure type. Will this be a (permanent) functional ministry committee taken on by one of the existing ministry committees? e.g. Seniors Ministry. Could this be better served as a (special) cross-functional ministry organization tapping people from multiple ministry committees to serve temporarily? Could this be a (permanent) pure ministry committee, with its own members not associated with other ministries? Could this be a (special) mixed ministry organization where members of other ministries become totally dedicated to this ministry temporarily? Make sure the organization is not overlapping or duplicating other committee work. Make sure it is as small as needed. A committee is in place to reconcile divergent viewpoints, study proposals, and discover effective ways to carry out work. Before any meeting on the new ministry with this committee, always allow the committee members to review any documents so they can do some homework. This will make the meetings more efficient and effective. Pastor, minister and staff will need to help coordinate committees. Coordinating includes committee member election/selection, training, rotating, vacancy filling, meeting schedules, taking minutes, projecting activities, reporting and budgeting. Write job descriptions and duties for the new **Technical Ministry Leadership Team**. The new committee will select and rotate these leadership members. Certain groups and entities (such as Church Leadership team, Deacons, Elders, Staff, and Congregation) will need to be involved in coordination process. Check you church process.
9. **Sponsor(s) prepare for your new Ministry Presentation:**
Again, identify and relate overlapping goals of stakeholders, who will be your audience e.g. would Home-Bounds like to connect to a real time audio service? Will Finance committee be concerned with the budget? How will the new ministry affect it, will it increase tithes to make up for a short fall? What are the goals of the Audio Video ministry, and can they support having someone dial a telephone device from church, right before the service to enable a Lightcast services? How does it relate to seniors initiatives? Does the church have the time and people to install a small device at the Home-bounds' homes? Include your Vision and Budget. Remember to include asking for commitment in the ministry, ideas on who would fit well as helpers, and advice on organizational structure.
10. **Call for a Final Ministry meeting to present for Approval to Move Forward. (this may be during an already scheduled committee meeting or a separate meeting)**
Plan to address resistance, e.g. keep the speak user friendly and the focus on church based principles. Before presenting always look for solutions to issues that you believe may arise, this may take some pre-meeting research.

Gain buy-in to implement your Ministry plan by stakeholders. Gain any official approvals and authorizations. Most churches have a standard process for presenting new ideas and ministries and authorizing monetary and human resources. Check your process.