A retreat for church staff and volunteers, too
Contents

Getting Started ........................................................................................................... 4
Suggested Schedule ..................................................................................................... 5
Opening Worship and Prayer Time .............................................................................. 6

Leader Notes
  Session 1: Christ @ Work in Me .................................................................................... 7
  Session 2: Christ @ Work through Me .......................................................................... 8
  Session 3: Shaping Hearts, Changing Lives through Prayer ...................................... 9
  Session 4: Misshapen Servants? .................................................................................. 10
  Session 5: Agents of Eternal Change ........................................................................... 11
  Session 6: Goal Setting for Life-Changing Ministry (optional) .................................... 12

Participant Handouts
  Session 1: Christ @ Work in Me .................................................................................... 14
  Session 2: Christ @ Work through Me .......................................................................... 16
  Session 3: Shaping Hearts, Changing Lives through Prayer ...................................... 18
  Session 4: Misshapen Servants? .................................................................................. 20
  Session 5: Agents of Eternal Change ........................................................................... 22
  Session 6: Goal Setting for Life-Changing Ministry (optional) .................................... 24
Getting Started

This guide will help you plan a simple, one-day retreat for any staff or volunteer servant group in your congregation or Christian organization. It will take between five and seven hours to present. It can be shortened or expanded to fit your needs. See the suggested schedule and ideas for adapting it on page 6.

The retreat is based on the book Shaping Hearts, Changing Lives (Item #SHC4SC), which you can order by calling 1-800-999-1874 or going to www.CTAinc.com and typing the title in the search box. As a treat for your participants, consider the added value of the book packaged with the pen (Item #SHC4GS)—that way no one will feel embarrassed for not having a writing utensil on hand!

While intended for groups from 8 to 30 participants, the materials can be adapted for a larger or smaller number of people. Church councils, professional ministry staff, elder/deacon boards, Sunday school or Christian day school teams, and a variety of other groups in the congregation will benefit from participating in this retreat.

Retreat Goals

Under the Holy Spirit’s blessing, participants will:
- review Jesus’ heart-shaping, life-changing work in their own lives and his calling to help shape the hearts and change the lives of others;
- renew their commitment to that calling with confident joy;
- see the results of their efforts through the lens of eternity;
- (optional) set specific goals for the upcoming year of ministry; and
- support and encourage each another in their mutual service.

Details, Details

If you and your group are new to retreat planning, many helpful guidebooks will walk you through the details. Visit your local Christian bookstore or log on to your favorite online bookseller and type “Christian retreat planning” in the search engine.

On the other hand, if you have participated in a few retreats or have planned them previously, you will probably be able to think through the accommodations aspect of the retreat on your own.

In either case, someone will need to arrange for these amenities:
- Reservations at a suitable location (for example, a retreat center, motel meeting room, lakeside cabin, or, if you have no other options, your church fellowship hall);
- Prayer for leaders and participants before, during, and after the retreat;
- Transportation to the location, if appropriate;
• Hospitality, including setting up tables, chairs, and other necessary services—note that round tables would best facilitate the small group discussions outlined below;

• Assembling and distributing goodie bags (for gift items, go to www.CTAinc.com and type “Shaping Hearts, Changing Lives” in the search box)—consider including the felt coasters (Item #SHC4CE), flip books (Item #SHC4FB), and pins (Item #SHC4CP), and throw in a mini container of modeling clay (“shaping hearts!”) or some homemade cookies if your budget allows;

• Developing and posting any necessary signage;

• Welcoming participants and creating “welcome packets” that include the retreat schedule, pen(s), paper, appropriate contact phone numbers (as necessary), information about the retreat center, and other necessary “housekeeping details”;

• Meals and snacks;

• Inviting the appropriate participants; and

• Program, including coordination of presenters/facilitators and plans for worship and music.

As you think about leadership responsibilities, consider engaging an outside presenter and/or facilitator, especially if you intend to use the retreat as part of your yearly planning process. That way, church staff and volunteers can all more fully participate.

You will also need one local go-to person who is willing to coordinate the details listed above and answer questions as they arise from potential registrants.

**Suggested Schedule**

This retreat guide assumes the schedule below. By adjusting the schedule a bit, you may shorten or lengthen the retreat to meet the needs of your group.

To extend it, plan to include a “getting acquainted” activity or icebreaker as the day begins. (If you need ideas for these, search for “Christian icebreakers” online.) If you plan an overnight stay at the retreat site, schedule the ice-breaker and some extended worship time after all (or most) participants have arrived.

To shorten the schedule, omit one or more of the sessions and/or allow only 30–45 minutes for lunch.

If time allows and your getaway purpose includes yearly planning, you may want to use the optional session, “Session 6: Goal Setting for Life-Changing Ministry.” Depending on the scope of the planning you intend to do, this session can take from one to three hours or more. It will probably fit best between Sessions 4 and 5. Adjust the schedule below to accommodate this. If you decide to omit one of the other sessions to make time for strategic planning, consider working through Session 4 in some other setting after the retreat or leave it out altogether.
Saturday Morning

8:15   Continental Breakfast
9:00   Opening Worship and Prayer Time
9:20   Session 1: Christ @ Work in Me
10:10  Break
10:40  Session 2: Christ @ Work through Me
11:45  Lunch

Saturday Afternoon

1:00   Session 3: Shaping Hearts, Changing Lives through Prayer
2:00   Session 4: Misshapen Servants?
2:45   Break
3:00   Session 5: Goal Setting for Life-Changing Ministry (optional)
4:30   Session 6: Agents of Eternal Change
5:00   Departure

Opening Worship and Prayer Time

*Large-group session—15-20 minutes*

Read the Ministry Message “Shaping Hearts, Changing Lives,” found at www.CTAinc.com/FreeResources or adapt the content to your purpose and present it.

If you intend to present mementos of the retreat to participants, this would be a good time to distribute them. For example, in addition to the devotion book, *Shaping Hearts, Changing Lives: 30 Days to Grow in Service*, which each participant will need, you may want to give other items from CTA’s *Shaping Hearts, Changing Lives* line. See your CTA catalog or visit the CTA Web site at www.CTAinc.com for details. Type “Shaping Hearts, Changing Lives” in the search box.

**Weekly planner notepad**
(Item #SHC4NP)

**Tote bag**
(Item #SHC4TB)

**Acrylic tumbler with straw**
(Item #SHC4APT)

**Stoneware mug with gift box**
(Item #SHC4CMB)

**Felt coasters**
(Item #SHC4CE)
Leader Notes
Session 1: Christ @ Work in Me
45–50 minutes

The discussion guide for this session is printed on pages 14–15 of this guide. You will need to duplicate one copy for each participant present.

Unless you have pre-assigned small groups, participants will need to form them (four to six individuals in each group). Be on the lookout for participants who seem unconnected to others. Introduce them to peers they may not know and with whom they have something in common—personally, professionally, or in their service for the church. Do what you can to help everyone fit into an appropriate group.

Then distribute the discussion guides for this session. Make sure each group has roughly the same number of people. Explain that the groups will have 45–50 minutes to complete this activity.

Have each group choose a discussion leader and explain that this person will guide the group through the questions, keeping track of the time. Other group members are responsible for listening carefully to one another’s comments and adding thoughtful, helpful responses themselves. Stress that this “leader” is not the “teacher” but someone to help the group move along.

When about five minutes of the session remains, announce this for the benefit of all the groups. When time has fully expired, call for everyone’s attention; ask for insights, comments, or questions; and respond appropriately.

Optional session introduction: Several free YouTube videos present the process potters use as they shape and form vessels. Find one you like at www.youtube.com by entering the terms “Christian potter’s wheel” in the search box there. Then arrange for the equipment you will need to present it as Session 1 begins. The session works without this introduction, but including it will enrich the participants’ experience.

Hint: Quiet Tube will remove the ads and the “suggested videos” list so that only the video you’ve chosen will show up on the screen. Find the instructions for using it here: http://quietube.com

“You are my witnesses,” declares the LORD,
“and my servant whom I have chosen.”
Isaiah 43:10
The discussion guide handout for this session is found on pages 16–17. Duplicate copies of this guide, one for each participant.

Participants will work in the same small groups throughout the retreat, so if you’ve taken a break, ask that everyone rejoin their group.

Distribute the handout for this session. Explain that the groups will have 45–50 minutes for this activity.

Encourage group facilitators to keep track of time and keep discussion moving along as per the “time budget” indicated on the discussion sheet. Remind everyone that the other group members are responsible for listening carefully to one another’s comments and adding thoughtful, helpful responses themselves.

Note: Encourage groups to share the facilitator role, changing leadership from session to session. That way, everyone can more fully participate and, we hope, derive maximum benefit from your time together.

When about five minutes remain, call everyone’s attention to that fact. Then, when time has fully expired, call for everyone’s attention. Ask for insights, comments, or questions. Respond appropriately.

Follow the pattern of the sound words that you have heard from me, in the faith and love that are in Christ Jesus. By the Holy Spirit who dwells within us, guard the good deposit entrusted to you.  
2 Timothy 1:13–14
The discussion guide handout for this session is found on pages 18–19. Distribute one copy to each participant.

Have each group identify a facilitator for this session and remind group members to listen carefully to one another’s comments, adding thoughtful, helpful responses themselves. Facilitators are not “teachers.” Rather, they are to keep discussion moving along as per the “time budget” indicated on the discussion sheet. They should invite everyone to add thoughts and comments as time will allow.

Note that the first part of the session is designed for small group work; the last 20–30 minutes are set aside as an opportunity for participants to read, think, and pray individually. You might invite participants to find a comfortable place to do that somewhere in the building or on the retreat grounds where they can work through the material more privately. Set a time at which you want them to return and let them dismiss themselves when the small group portion of the activity is finished.

When about five minutes remain, call everyone’s attention to that fact. Then, when the individual prayer time seems to be completed, call for the group’s attention. Ask for insights, comments, or questions. Respond appropriately.

Whatever you ask in my name, this I will do, that the Father may be glorified in the Son.

John 14:13
Leader Notes
Session 4: Misshapen Servants?
45–50 minutes

The discussion guide handout for this session is found on pages 20–21. Distribute one copy to each participant.

As before, have each group identify a facilitator for this session and remind group members to listen carefully to one another’s comments, adding thoughtful, helpful responses themselves. Facilitators are to keep discussion moving along as per the “time budget” indicated on the discussion sheet.

*Now I commend you to God and to the word of his grace,*  
*which is able to build you up and to give you the inheritance.*  
*among all those who are sanctified.*  
*Acts 20:32*
Leader Notes

Session 5: Agents of Eternal Change

Small-group session—30 minutes

Follow the directions on the participant worksheet for this closing session. (See pages 22–23.) You might let everyone continue to work in the groups they have used throughout the rest of the retreat. Or you might invite individuals from the groups to break into partner-pairs for this last discussion and prayer time. Either way, after everyone has completed the discussion activity, they will pray together for each other and for those they serve.

Before you begin the session, alert them to this. Ask everyone to be aware that when they finish praying, others may not yet have finished. Ask that everyone wait quietly until all the groups or sets of prayer partners have finished praying.

Then, as you close, sing a hymn or song of thanksgiving to God. If a pastoral leader is present and wishes to speak a blessing over the group, by all means take advantage of this!

We all, with unveiled face, beholding the glory of the Lord,
are being transformed into the same image from one degree of glory to another.
For this comes from the Lord who is the Spirit.
2 Corinthians 3:18
Leader Notes
Session 6: Goal Setting for Life-Changing Ministry (optional)

Depending on what you want to accomplish, this session can take from one to three hours or more.

Before the retreat

Think and plan carefully for this session. Unless you lay a careful foundation ahead of time, the strategic planning portion of any retreat will be the least satisfactory part of the event. Here are some steps you can take to heighten the value of this session:

1. A week or two before the retreat, give each participant a copy of the goals you hope to achieve. (For example, “We will develop a vision for our shut-in ministry efforts, plan training activities for those who serve our shut-ins, and make assignments to individuals based on our plans.”). Or, if you want to involve participants in shaping the goals for the planning session itself, in your pre-retreat publicity ask participants to “bring along the one or two big issues you want us to address in your area of responsibility.”

2. As you open this session at the retreat, review what you hope to accomplish, outline the steps you will take as you address the day’s goals, and then follow your plan. Write each step on poster paper or on a whiteboard and post it in plain sight. If the group gets off-track during the conversation, draw them back by pointing to the poster and inviting everyone to refocus.

3. Make sure each individual will leave the retreat with specific assignments, deadlines, and a reporting/accountability process. (Note: intermediate checkpoints along the way will keep longer-term, more ambitious projects moving ahead.)

4. Before you print out the worksheet (pages 24–26) for this session, adapt it to meet your group’s needs and goals.

During the session

Depending upon the size of your group and your purpose for this activity, decide whether to work in small groups or as a “committee of the whole.” Let form follow function as you make this decision.
If you have six to twelve participants and everyone will work together to make plans for the same purpose (for example, this year’s approach to youth ministry or cementing in place a long-term vision for the congregation), you will likely want to work together.

If the group is larger or if various interests are represented (for example, leaders from your children’s ministry, members of the elder/deacon board, people involved in community outreach, and those who carry out shut-in ministry), you will likely want to form small groups based on ministry focus.

1. To begin, rehearse the goal(s) you have set and shared ahead of time. Answer any questions and allow participants to suggest ways to strengthen the goal(s) you have set.

   If you haven’t already shared a preexisting goal, work with the group to brainstorm an appropriate goal for the time allotted.

2. Next, work your way through the handout you have adapted from the sample for Session 6 (pages 24–26).

3. When about 15 minutes remain, ask that the group divide the tasks and set deadlines for each task. Be sure everyone who receives an assignment knows when and how to report progress. Larger tasks should include intermediate checkpoints and deadlines.

4. As you close this part of the retreat, flow as seamlessly as possible into Session 5, Agents of Eternal Change.
1. (10 minutes) Think about a time you watched something being shaped. For example, a lump of clay on a potter’s wheel, a loaf of homemade bread being readied for the oven, an overgrown hedge being trimmed by an expert, or maybe your toddler’s first haircut at the barbershop. Jot down three words that best describe the process.

   - When everyone is ready, briefly share the experience and the three words you have chosen. Tell why you picked those three words.

   - In general, what does the process of shaping something involve?


   - According to the author, how does Christ’s love shape us?

   - In what ways is being shaped by Christ similar to the shaping process you described earlier? How is it different?

   - How does 2 Corinthians 5:14-15 describe this process?

3. (15 minutes) Share a heart-shaping, life-changing Scripture, insight, or event from your own personal “time on the Potter’s wheel” – but only one you feel comfortable sharing. What did you learn? How are you different as a result?

4. (5 minutes) Read Isaiah 43:10 from the top of this page or from your own Bible.

   - Which words in this verse are most important as you think about the ways God is shaping your heart and changing your life today? Explain.
• Which words are most important as you think about the ways God is using you to shape the hearts and change the lives of those you serve in his name? Explain.

5. (5 minutes) Read through the brief “Imagine That” section on page 5. Spend a few minutes of quiet reflection and individual prayer based on it.
Follow the pattern of the sound words that you have heard from me, in the faith and love that are in Christ Jesus.

2 Timothy 1:13

1. **(10 minutes)** Think about a Christian leader you have admired. It might be a pastor you have known personally, a leader on the national or international stage, or even a figure drawn from church history. Choose two things about that person you would most like to imitate and jot them down here.

   When everyone is ready, share with the others in your group the name of the leader you chose, the two characteristics you would like to imitate, and why.

2. **(10 minutes)** Find Day 9 in *Shaping Hearts, Changing Lives* (page 20) and ask a volunteer to read the “Think about This” material up to, but not including the Bible verses on the page.

   - What does Jesus mean when he says to us, “Follow me”?
   - In what ways is the Christian life a “life of imitation”?
   - How do you react to the idea of imitating other Christian leaders?
   - How do you react to the idea that when you take on a servant leadership role in the church others will begin imitating you?

3. **(10 minutes)** The author of *Shaping Hearts, Changing Lives* comments, “As you serve, others are watching. They are learning from you what it means to follow Christ. Pretty scary! Until, that is, we remember the forgiveness that flows from Christ’s cross” (page 20).

   - How does that forgiveness comfort you?
   - How does knowing Jesus’ love for you increase your confidence?
   - How does it help us overcome temptations to be prideful or “lord it over” those we serve and lead?
4. (10 minutes) Now, read through the Scripture passages on page 21 in *Shaping Hearts, Changing Lives*. We could read these verses and conclude that the apostle Paul was an ego maniac or a closet narcissist. On the other hand, we could remember that he was writing to new believers who were living in a counter-Christian culture. These people had no idea what it meant—in practical terms—to “follow Jesus.”

- How would a living, breathing example have helped them follow Jesus?
- How might a living, breathing example—like us, for instance!—help those we serve follow Jesus?
- Which of these passages most encourages you to walk in Christ and in courage as you serve others and model what it means to follow the Savior?

5. (5 minutes) Have a volunteer read the devotion for Day 8 in *Shaping Hearts, Changing Lives* (page 18). Listen with your eyes closed, soaking in the gracious words of assurance as you do so. Or follow along in your own copy, mentally underscoring the ideas you especially want to remember.

Then pray together, thanking Jesus for the godly leaders he has given and asking that your lives would, by his grace, be lives worthy of imitation.
1. (5 minutes) Suppose someone said, “Tell me about God's callings in your life. How do you serve him?” How would you answer? (Consider your service in your home, extended family, workplace, and community in addition to your service at church.)

2. (15 minutes) Now have a volunteer read the devotion, “Heart-Shaping Prayers,” from Shaping Hearts, Changing Lives (pages 24–25) or allow time for each person to read the devotion silently. Also read Paul's prayer in Colossians 1:9–12.

   - What strikes you as especially meaningful, convicting, or challenging in what you just read? Explain.

   - Read Acts 4:31 and check the context in your own Bible. What hope and confidence does this incident in the experience of the first Christians give you for your service today?

   - What makes prayer such an important calling, a calling the Holy Spirit gives each of us, no matter what the other callings we have received?

   - If prayer is so important and so simple, what makes it so hard to do and so easy to neglect, especially as we lead and serve others in the church?

3. (10 minutes) Tell about a time you personally saw prayer make a difference in the life of someone you were called to serve.


   - Compare the prayers here with the Bible texts on which they are based. What do you notice?

   - In what ways would knowing that someone was praying these things for you on a regular basis be a blessing? Whom could you bless by praying in this way?
• Try your hand at adapting another of the prayers recorded in the New Testament—for example, Ephesians 1:15–23 or Ephesians 3:14–21.

Read through it several times. Then, when you’re comfortable, write a prayer for one or more of the individuals and/or groups you serve, basing it on the text you chose. Use the space below or on the back of this sheet. Or write on another piece of paper—one you will keep and refer back to often.

• When you finish writing, try praying the prayer for the people/groups you identified as you began.

• What plans will you make to continue to pray for those you serve after this retreat ends?
Now I commend you to God and to the word of his grace, which is able to build you up and to give you the inheritance among all those who are sanctified.

Acts 20:32

1. **(5 minutes)** Tell about an experience you have had with a one-size-fits-all purchase. It might have been clothing. On the other hand, your story might involve a software package, a lawn service contract, or some other product or service that could not be customized.

2. **(10–15 minutes)** As servant leaders in Christ’s church, we face the same temptations other Christians encounter. In that sense, there is a “one-size-fits-all” flavor to Satan’s schemes to trip us up. On the other hand, our callings to serve also carry with them a customized set of temptations.

   - Brainstorm together a list of temptations and sins that are more or less unique to those who serve in various church callings or that apply to those who serve in the church in unique ways. (Jot them in the space below.) For instance, everyone in every job probably grows impatient with co-workers from time to time, but Satan seems especially determined to sow discord among those who serve together in ministry. (For example, Acts 15:38–40; Philippians 4:2–3.)

   - Now read the devotion for Day 16 from *Shaping Hearts, Changing Lives* (pages 34–35). How does the list of temptations your group generated compare with those mentioned in the devotion?

   - When are you most likely to succumb to each of these temptations? What clues in your answers might help you plan a strategy to defeat the temptations?

3. **(15 minutes)** The devotion for Day 17 in *Shaping Hearts, Changing Lives* (pages 36–37) zeroes in on a sin that’s especially hard to talk about—spiritual pride. In part, this sin involves the notion that somehow we are a notch better, more mature, or more beloved by our heavenly Father than others are, perhaps especially some of those we serve (or those who challenge us as we serve!).

   - Have a volunteer read the devotion as the others in your group listen. Then write one sentence in the space below to summarize it.

   - Share your summaries with one another.
• How do these thoughts strike you—as discouraging, wise, convicting, hopeful, challenging, or . . .?

• How can spiritual pride hollow out the effectiveness of our service?

• The forgiveness Jesus won for us on his cross is the only answer to our guilt. How is the cross also the one power source for overcoming temptations to pride and other sins committed in our various callings? (See 1 John 1:8–9; notice the final “and” in the verse, comparing the two phrases this “and” connects.)

4. **(10 minutes)** In a sense, discouragement and pride are two sides of the same coin. Whether we take credit for the results of our service or let a seeming lack of results discourage us, we are making the same mistake. We are letting ourselves believe that the results of our service are up to us. We are forgetting that God gives the growth. (See 1 Corinthians 3:6–7 and Colossians 2:19.)

• How is Acts 20:32 a reminder of this same truth? How can this verse comfort you in times of discouragement or frustration?

• When might believing that “God gives the growth” open a door to laziness or apathy in our callings? How can we avoid that?

5. **(5 minutes)** Back to the prayer starter that closes the devotion for Day 16 in *Shaping Hearts, Changing Lives* (page 35). Use it as the basis for a conversation with your Savior as this session ends. Have a volunteer begin the prayer by reading the text there. Then add to it as the Holy Spirit brings thoughts and needs to your minds.

Scripture quotations are taken from The Holy Bible, English Standard Version® (ESV®), copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved.

© 2014 CTA, Inc. Permission to make photocopies or reproduce by any other mechanical or electronic means is granted only to the original purchaser and is intended for use within a church or other Christian organization, but not for resale.
We all, with unveiled face, beholding the glory of the Lord,
are being transformed into the same image from one degree of glory to another.
For this comes from the Lord who is the Spirit.
2 Corinthians 3:18

1. **(5 minutes)** Think of something or someone you have seen transformed little by little—the puppy that grew into a beloved, reliable family watch dog; the new hire who became a seasoned and indispensable company leader; the infant son who became a young, wise, and trustworthy adult.

   - In what ways is the transformation process amazing and even a bit mysterious?
   - When can this process feel frustrating or even hopeless?

2. **(15 minutes)** Listen as a volunteer from your group reads 2 Corinthians 3:18 slowly, repeating it three times. Each time through, underline one—and only one—word.

   - What transformation process is this verse describing?
   - What words did you underline? Why?
   - Who is doing the transforming? Why is it important to remember this in our own lives with Jesus? Why is it important for us to remember this as we carry out our callings in the church?
   - This is not a promise. It is a statement of fact! What examples from your service can you share to illustrate it?

3. **(10 minutes)** With your group, read “Think about This” from pages 60–61 in *Shaping Hearts, Changing Lives*. Talk about the questions it poses.
Then pray together for one another and for the people you serve and lead. Base your prayers on the Scriptures and the discussions you’ve encountered in this retreat. Thank Jesus for one specific thing you have learned or for an insight he has especially impressed upon your heart.
Our ongoing mission:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Our goals for the year ahead:
Note: Your goals for any given year should be designed in such a way as to advance the mission on which the Lord Jesus has sent you! They should do this in the best way possible, given the opportunities, challenges, and resources the Lord has made available.
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Activities to achieve these goals:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Assignments, checkpoints, and accountability:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Communicating our goals:
Who will share the goals you have set and the plans you have made with your pastor, governance board, and others on the church or organization leadership team who need to know? How and when will this happen?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Note: Before you close, go back to assign leadership responsibility and deadlines. Ink these in, along with intermediate checkpoints for each significant action step. Remember, those in charge of the activities need not actually do the tasks themselves. Instead, these leaders serve by recruiting, equipping, encouraging, and coaching others who volunteer for the tasks.

Scripture quotations are taken from The Holy Bible, English Standard Version® (ESV®), copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved.

© 2014 CTA, Inc. Permission to make photocopies or reproduce by any other mechanical or electronic means is granted only to the original purchaser and is intended for use within a church or other Christian organization, but not for resale.