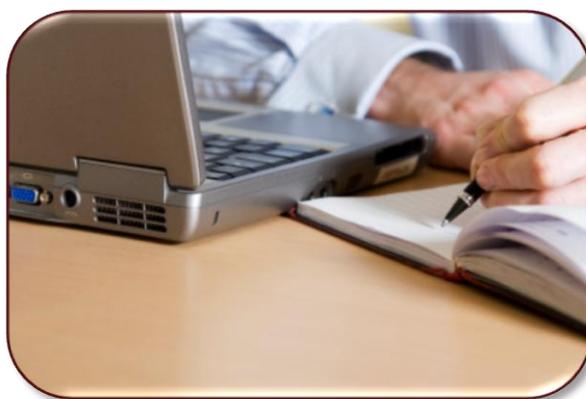


You Were Ordained for a Life of Growth

Pursuing Ministry Excellence by the Gospel and for the Gospel

Resource Packet



Resources to assist brothers in ministry as they develop a spiritual and professional growth plan

Prof. Rich Gurgel

May 2011



Introduction and Explanation of the Contents of this Packet

This resource packet has been put together as a companion piece to the essay ***You Were Ordained for a Life of Growth***. The goal of this packet is to suggest possible steps and provide practical tools to assist each of us in putting together a spiritual and professional growth plan. This packet offers two different options for the path you could take in developing your plan.

Option #1: SWOT Analysis

The first option breaks down the task of developing a spiritual and professional growth plan by utilizing two SWOT (Strengths, Weaknesses, Opportunities, Threats) analyses. The beauty of SWOT analyses is that they systematically lead us to think about specific details in the various areas of life and ministry.

The first SWOT analysis form breaks down our royal priestly callings into eight key areas in which God has entrusted his gifts into our lives. In each area we and those we ask to assist us evaluate how we are doing in managing those gifts of God in relation to the setting and situation in which he has placed us.

The second SWOT analysis form breaks down our pastoral ministry into eight key areas. In each area we and those we ask to assist us seek to evaluate how we are doing in managing God's gifts in each of those areas of ministry.¹

Option #2: Life and Ministry Wheels

This second option follows a little less detailed analytical path. Here the life and ministry wheels seek to help us ponder the balance we are maintaining between all the callings God gives us in life and all the various tasks of the public ministry. Some may find the wheels more helpful than the SWOT analysis approach in making sure the forest doesn't get lost in the midst of all the analyzed trees.

The life wheel focuses on the interrelation of eight areas of our royal priestly callings. The ministry wheel focuses on the interrelation of eight areas of our public ministry work.

The Spiritual and Professional Growth Plan Itself

No matter which of the two patterns you follow - or even if you have previously developed your own useful pattern for evaluating areas for growth in life and ministry² - the final goal is to produce a spiritual and

¹ The areas of ministry in both the SWOT analysis and the ministry wheel (option #2) reflect someone who is called to a parish setting. Those whose calling is in a school setting, or some other situation, will need to modify the forms accordingly.

² Those who have developed a pattern and/or forms that have proved useful in developing a spiritual and professional growth plan, are encouraged to submit those ideas and resources to ***Grow in Grace*** so that they can benefit others.

professional growth plan that can be a blessing to each of us, our families, and those who have been called to serve in Christ's flock.

Here is a brief overview of what you will find in this packet:

Appendix A

Here you will find some suggestions for how you might organize the overall process of developing your spiritual and professional growth plan no matter whether you are using the SWOT analyses, life and ministry wheels, or a pattern you have developed yourself. In particular, this appendix provides some structure for how to spend the better part of two days in Word and prayer and planning.

Appendix B

This appendix provides the two SWOT analysis forms (Option #1) and samples of what those forms might look like when someone has made use of them.

Appendix C

This appendix provides the life and ministry wheels (Option #2) and samples of what those might look like when someone has made use of them.

Appendix D

This appendix provides goal setting forms (used with either option) and samples of what those forms might look like when someone has made use of them.

Appendix E

This appendix provides resources that could prove useful in developing and implementing your spiritual and professional growth plan.

Appendix F

This appendix provides a blank professional growth plan document that is intended to be shared with your circuit pastor and one other ministry peer of your choice.

Since the goal is to help us all develop the pattern of putting together a spiritual and professional growth plan each year, please submit to ***Grow in Grace*** any improvements or suggestions in regard to this resource packet that could make the whole process more useful for all our brothers. The goal is to keep improving this resource packet every year.

Blank templates of the appendices are available for your download at: <http://wlsce.net/page/113>

Appendix A

General Plan and Timeline for Developing a Spiritual and Professional Growth Plan

Convinced that “sowing little” typically leads to “reaping little,” the encouragement here is to set aside two full days for developing this plan. There would be wisdom in informing your congregational leadership about your plans to put this growth plan together.

Day #1 - Emphasis: My Calling as a Child of God and Royal Priestly Callings

Spend the first day considering growth in your most basic calling (child of God - personal spiritual growth) and areas of your royal priestly callings (husband, father/grandfather, extended family member/friend). To help you in the process of that planning, make use either of the first SWOT analysis form in Appendix B (Option #1) or the life wheel from Appendix C (Option #2). If you have forms that you have developed or found elsewhere that accomplish the same purpose, by all means make use of those.

The only part of today’s focus that would end up in your spiritual and professional growth plan for sharing with a ministry peer and your circuit pastor is the plan for your personal spiritual growth. (The rest of your more formal spiritual and professional growth plan will be developed on the second day.) Most of today is focused on the other areas of life which can enable us to pursue our public ministry tasks with the peace of mind that we are not destroying our physical health nor neglecting other callings that God has given to us.

Here are suggestions to help make this first day most profitable:

- Set aside unhurried time to begin the day in Word and prayer.
- Psalm 1, 121, 127, and 139 all offer focused food for meditation and prayer as you begin to consider making plans to guard your own spiritual and physical health as well as growing in your royal priestly callings in life.
- About one week before your first planning day, share the appropriate SWOT analysis form or life wheel with your spouse or a son or daughter (you could also include a trusted friend). Ask them to help you to evaluate the listed areas. Remind them that you are looking for honest feedback that both gives thanks for God’s blessings in what is going well in addition to giving direction for where there is room for growth and improvement. Remind them that those who live by grace do not need to be afraid of honest evaluation.
- On the day you have set aside, reserve unhurried time for breakfast and lunch during which you will meet individually with your spouse, child (and possibly a friend). Ask them to bring along their filled SWOT analysis or life wheel to share with you (both verbally and, if they are willing, written out for you

to keep). Begin with strengths for which they give thanks for what God is doing through you. Then move on to a discussion of areas of weakness. It would be a good idea to work through your own SWOT analysis or life wheel before you meet. That would allow you to compare your evaluations.

- Use the rest of the day to craft SMART goals and corresponding action steps to build on strengths identified and to minimize weaknesses. You will find these forms in Appendix D of this resource packet.
- While you may have identified several potential goals toward which it would be good to work under God's blessing, begin to prioritize your list and organize your action steps so that you are not focusing on more than one or two goals simultaneously (remember: you will also have goals from the second day from public ministry areas of responsibility). Remember these three things:
 - The idea is to plan for a period of 12 months. It may be wisest to plan just a few goals quarter by quarter to allow for focused attention on each.
 - Be cautious for what the book ***Co-Active Coaching*** calls the OOPS syndrome: the Overly Optimistic Planning Syndrome.
 - Even though the focus of this planning is the next twelve months, listing a longer term goal (2, 3, or more years) toward which you can begin to work during the next year could help you tackle an area of growth that may be more than you could begin to complete in one year's time.
- Keep the evening open to enjoy some time together with your spouse, children, or friends. Get to bed early enough so that you are not tired for the second day of planning!

Day #2 - Emphasis: My Calling as a Public Minister

Spend the second day considering growth in your calling as a public minister. Here make use of the second SWOT analysis form (Option #1, found in Appendix B) or the ministry wheel (Option #2, found in Appendix C). Once again, if you have forms that you have developed or found elsewhere that accomplish the same purpose, by all means make use of those.

Together with your spiritual growth plan from the first day, what you put together today will comprise the rest of your spiritual and professional growth plan that you will share with one ministry peer and your circuit pastor.

Here are suggestions to help make this second day most profitable:

- Once again, set aside unhurried time to begin the day in Word and prayer.
- A careful reading and pondering of any one of the three Pastoral Epistles would be most fitting.

- Taking time during the day to reread the words spoken to you on your ordination day – and the promises you made – would be a most beneficial exercise as well.
- About one week before your first planning day, share the SWOT analysis form (Option #1) or ministry wheel (Option #2) with two or three spiritually mature leaders in your congregation and one or two ministry peers who know you well. Ask them to help you to evaluate the listed ministry areas. Let them know that they can leave sections of the form blank where they do not have any first-hand knowledge about strengths or weaknesses. Remind them that you are looking for honest feedback that both gives thanks for God’s blessings in what is going well in addition to giving direction for where there is room for growth and improvement. Remind them that those who live by grace do not need to be afraid of honest evaluation.
- On the day you have set aside, reserve unhurried time for a meal (breakfast might work best) during which you will meet with the lay leaders to discuss the SWOT analysis or ministry wheel. Ask them to bring along the SWOT analysis or ministry wheel to share with you (both verbally and, if they are willing, written out for you to keep). Begin with strengths for which they give thanks for what God is doing through you. Then move on to a discussion of areas of weakness. It would be a good idea to work through your own SWOT analysis or ministry wheel before you meet. That would allow you to compare your evaluations.
- On the day you have set aside, reserve unhurried time for a meal (lunch may work best) during which you will meet with the ministry peer(s) to discuss the SWOT analysis or ministry wheel.
- Use the rest of the day to craft SMART goals and corresponding actions steps to build on strengths identified and to minimize weaknesses. You will find these forms in Appendix D of this resource packet.
- While you may have identified several potential goals toward which it would be good to work under God’s blessing, begin to prioritize your list and organize your action steps so that you are not focusing on more than one or two goals simultaneously (remember: you also have goals from the first day in regard to personal spiritual growth and in regard to your royal priestly callings). Remember these three things:
 - The idea is to plan for a period of 12 months. It may be wisest to plan just a few goals quarter by quarter to allow for focused attention on each.
 - Be cautious for what the book ***Co-Active Coaching*** calls the OOPS syndrome: the Overly Optimistic Planning Syndrome.
 - Even though the focus of this planning is the next twelve months, listing a longer term goal (2, 3, or more years) toward which you can begin to work during the next year might be helpful.

- Once again keep the evening open to enjoy some time together with your spouse, children, or friend(s).

Completing Your Spiritual and Professional Growth Plan

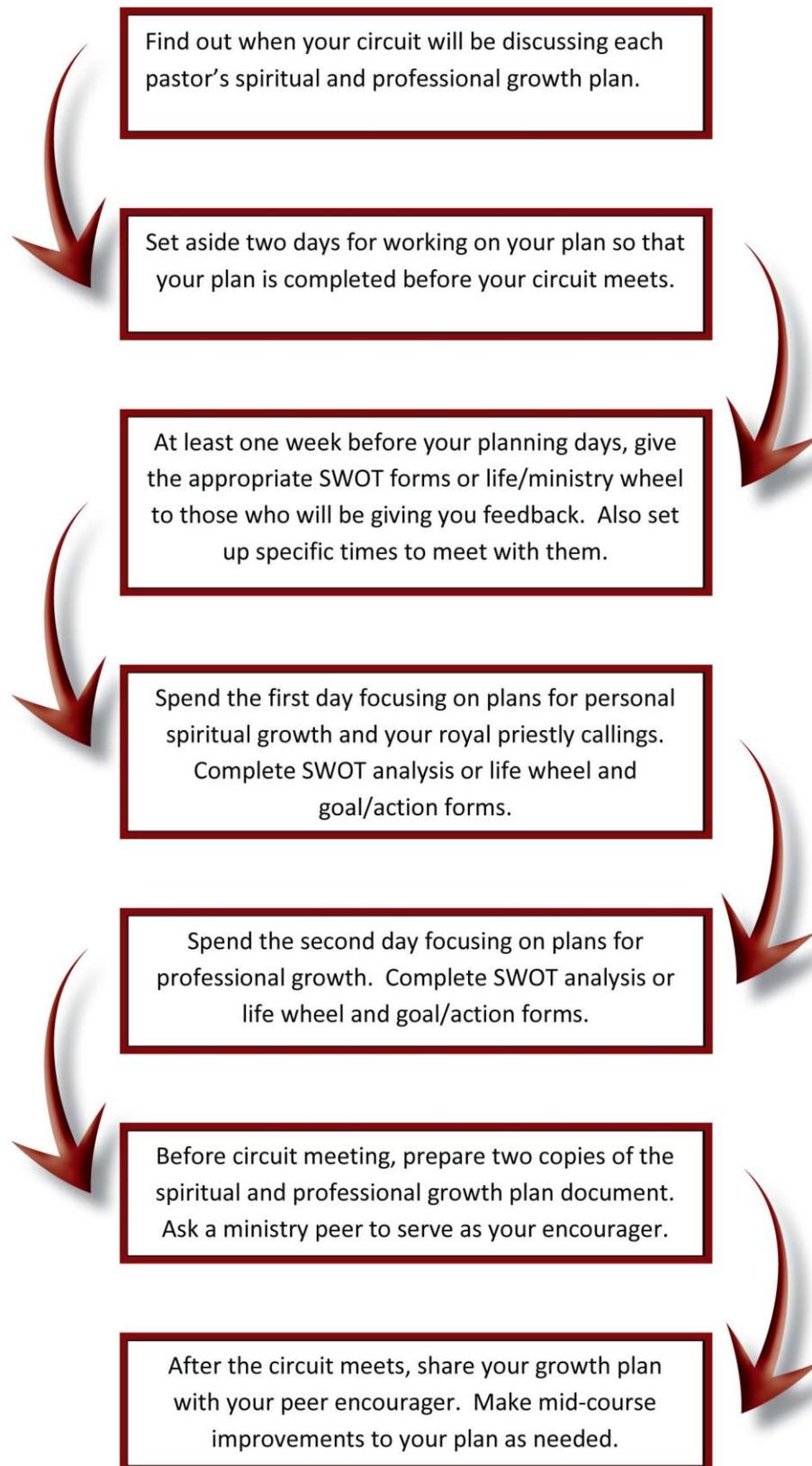
In *Appendix F* you will find a document on which you will summarize your specific goals in the areas of spiritual and professional growth. Make two copies of that document and bring both along to the meeting your circuit has designated for this work. If he haven't done so already, your circuit pastor will be planning a special circuit meeting or designating a regular circuit meeting at which each of the brothers in your circuit will share a summary of his plan. At the close of that meeting, you could make any changes to your plan that you would like. You and your circuit pastor would then sign both copies of your plan. You would then leave one copy with your circuit pastor so that he can "check in" with you about six months later to see how the plan is coming.

Before the circuit meeting, you would also have contacted a brother in the ministry whom you would ask to be a peer encourager. After the circuit meeting, you would share with him a copy of your completed spiritual and professional growth plan. The goal would be that you would ask him to check in briefly with you by phone or email once a month to encourage you in putting your plan into action.

Periodically throughout the year it can be wise to adjust and improve on your plan as you put it into action. In many ways it is a living document that can change to fit ministry needs. Your plan is your servant, not your master.

A timeline is provided on the next page to give an overview of how all the steps outlined in this appendix would work together.

Timeline chart for your spiritual and professional growth plan:



Appendix B

SWOT Analysis Forms and Samples (Planning Option #1)

The first SWOT analysis sheet in this appendix is intended to help you think through the various royal priestly callings God has given you – including being a good steward of God’s gift of your physical body and health. It breaks down these more royal priestly areas of our lives into eight sections. Modify the form in whatever way works best for you.

The second SWOT analysis sheet in this appendix is intended to help you think through the various areas of your ministry. For those not serving as parish pastors, some considerable modifying of this form will be necessary.

Please also recognize the flow of thought within each SWOT analysis form. ***Strengths and weaknesses*** focuses on the present situation in each area under consideration. As the accompanying essay reminded you, strengths are evaluated as gifts of God. To recognize them need not lead to pride when we recall that any strength identified is a gift of grace. Since weaknesses help us to see our need for our gracious God – and our need for those God has put around us – we find reason to give thanks to God as we honestly evaluate our weaknesses.

Opportunities and threats change the focus from the present to the future. While only God knows the future, here we seek to anticipate the avenues for growth – and the potential challenges coming down the road – that impact us and our ministries in each of the listed areas in both forms.

SWOT Analysis for Royal Priestly Callings

<i>Area of Life</i>	<i>Strengths</i>	<i>Weaknesses</i>	<i>Opportunities</i>	<i>Threats</i>
<i>Personal Devotional Life</i>				
<i>Marriage</i>				
<i>Parenting</i>				
<i>Friends & Extended Family</i>				
<i>Finances</i>				
<i>Rest & Relaxation</i>				
<i>Diet & Exercise</i>				

SWOT Analysis for Public Ministry

<i>Ministry Area</i>	<i>Strengths</i>	<i>Weaknesses</i>	<i>Opportunities</i>	<i>Threats</i>
<i>Preaching & Worship</i>				
<i>Teaching Adults & Children</i>				
<i>Counseling</i>				
<i>Outreach & Evangelism</i>				
<i>Equipping the Saints</i>				
<i>Stewardship</i>				
<i>Leadership</i>				
<i>Time Management</i>				

Sample SWOT Analysis for Royal Priestly Callings

<i>Area of Life</i>	<i>Strengths</i>	<i>Weaknesses</i>	<i>Opportunities</i>	<i>Threats</i>
<i>Personal Devotional Life</i>	Often see long range fruit from such study when I do it	Too many days are missed Often do it under sense of "obligation"	Learning to see this as gospel invitation to be fed by grace	Growing stagnant in ministry as use Word only for others
<i>Marriage</i>	Loving Christian spouse Patient with ministry demands	"Dates" too few and far between, Little time to talk	Saturday morning breakfasts out while kids still sleeping	Grow isolated from each other if no regular time to talk
<i>Parenting</i>	Don't let kids divide and conquer Regularly pray for children	Family devotions erratic No routine "family night" together	Could work with leaders to let them know Friday night is ministry to family	Years moving fast to when children out of home
<i>Friends & Extended Family</i>	Supportive Christian families on both sides Seminary friends only hour away	Failing to mark family birthdays, anniversaries Loneliness – seldom see friends	Work with siblings to plan reunions; Plan "no-kids" get away with friends	Allowing drifting from extended families; Tight budgets hinder activities
<i>Finances</i>	Shepherd plan savings growing	No emergency fund Budget needs work	Take tax seminar to maximize clergy benefits	College for kids fast approaching
<i>Rest & Relaxation</i>	Most weeks take day off Improving on not staying up too late	Too often get less 6 hrs sleep All allotted vacation not always taken	Members have offered use of lake home	Health may begin to suffer unless more rest
<i>Diet & Exercise</i>	Began walking three days a week Lost 5 pounds this year	Compulsive snacking works against exercising Could lose 20 pounds more	Could use walking time with spouse as conversation time	Health problems may grow worse if don't make changes

Sample SWOT Analysis for Public Ministry

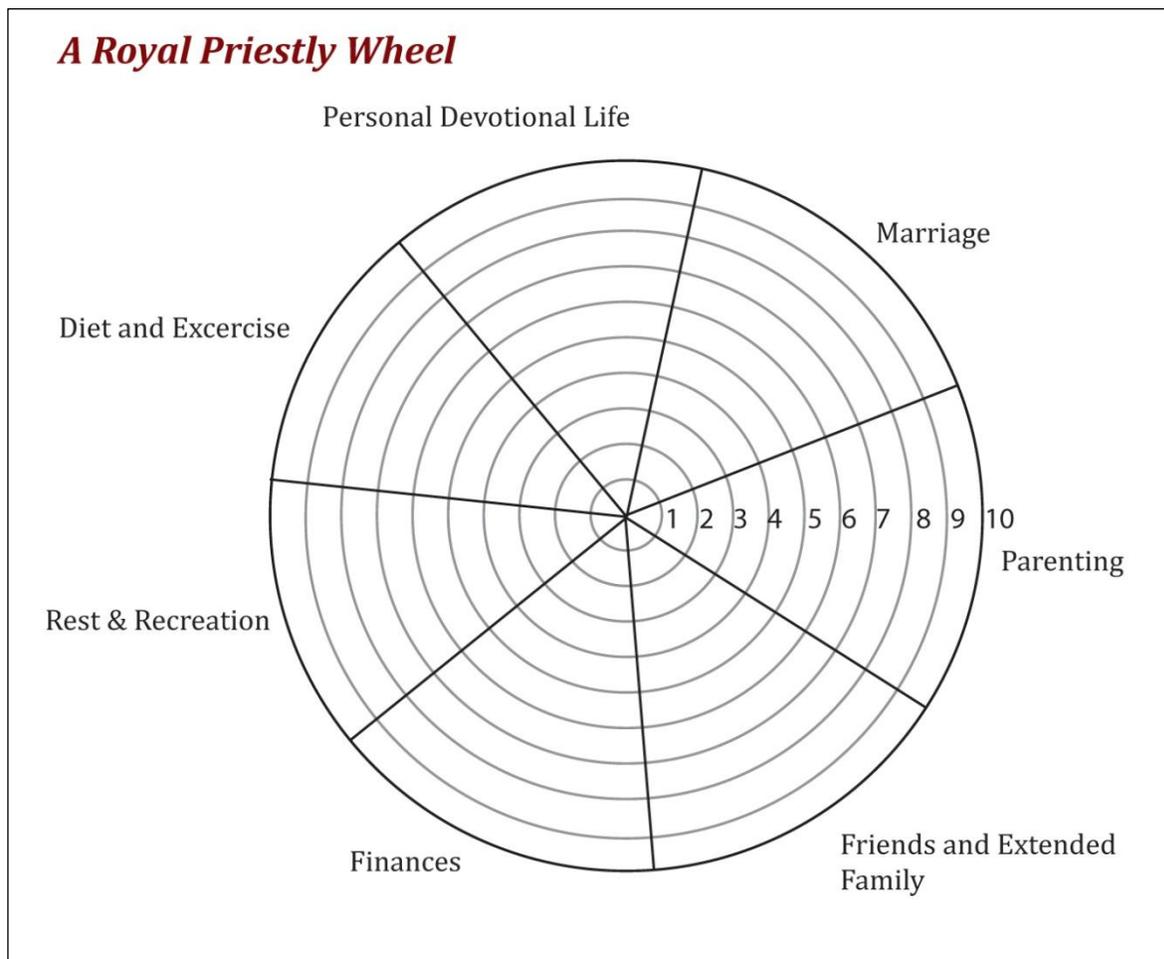
<i>Ministry Area</i>	<i>Strengths</i>	<i>Weaknesses</i>	<i>Opportunities</i>	<i>Threats</i>
<i>Preaching & Worship</i>	New worship committee helpful Sermon and service planning	Sermon time too often squeezed thin Greek/Hebrew getting too rusty	Jeske's Treasures Old & New Hebrew review course at MLC	Preaching beginning to grow stale – don't want to become a pattern
<i>Teaching Adults & Children</i>	Enjoy teaching Catechism curriculum involving parents	Adult education no long range plan More parental involvement needed	Help other parents learn from parents who have taken ownership of catechism	Need to learn how to develop plan for adult ed to keep adult interest
<i>Counseling</i>	Individuals and couples comfortable coming to me	Poorly kept records to track progress and direction	Seminary offers MPT week long course on counseling	Failing to strengthen skills - lose opportunities?
<i>Outreach & Evangelism</i>	Strong committee chairman Weekly visit night in my schedule	Too many visits alone - lack of trained lay evangelists for initial and follow-up calls	School of outreach planned in our circuit next year	Lack of follow up on visitors means lost prospects
<i>Equipping the Saints</i>	Men's breakfast study for leaders has been good	Too many board and committee chairmen lack training	New elders appear eager to make visits on straying sheep	Without training may lose new elders' eagerness
<i>Stewardship</i>	Congregation giving has held steady despite recession	No organized plan for growth in giving	New synod materials have strong Bible study element to grow stewards	Many young families struggling with debt
<i>Leadership</i>	Seem to have confidence of congregation	Struggle to display trust in lay leaders by entrusting tasks to them	Seminary online leadership course available	Changing neighborhood around church calls for strong leadership
<i>Time Management</i>	Learned more regularly to guard a day off	Fail to get to my schedule first Fail to say no may hurt priorities	Syncing i-phone to Outlook calendar to stay coordinated	Noticing early signs of burn out – action needed now!

Appendix C

Life and Ministry Wheels and Samples

A Royal Priestly Wheel

On a scale of 1 to 10, mark the relative health of each area in your life as a royal priest of God. See the sample in this appendix for how to complete the wheel to gain a picture of your balance in all these areas.



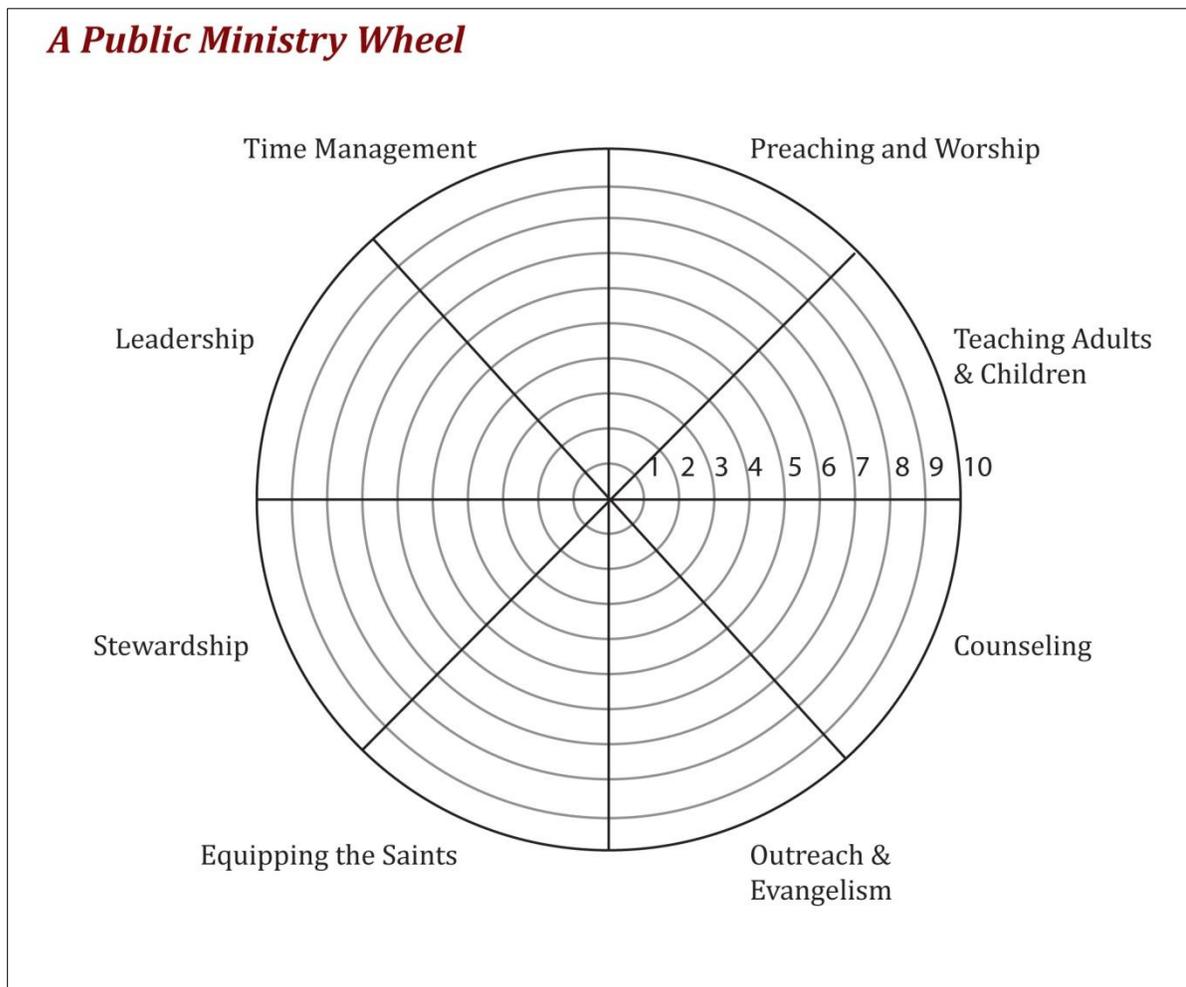
Once you have filled out the wheel, imagine it as a wheel on which you are rolling down the road ahead of you. Ask yourself these questions – and discuss them with those who are assisting you.

- What God-given strengths does this reveal for which you give thanks to God?

- Where do you find evident imbalances potentially resulting in a bumpy ride?
- What would be the single most important improvement/change you could make with God’s blessing in each of the areas that would result in solidifying or strengthening health in that area?
- What changes in the near future do you see coming down the road that might impact any part of this wheel?
- What is not reflected in this wheel that needs to be considered because of its positive/negative impact on all these areas of life?

A Public Ministry Wheel

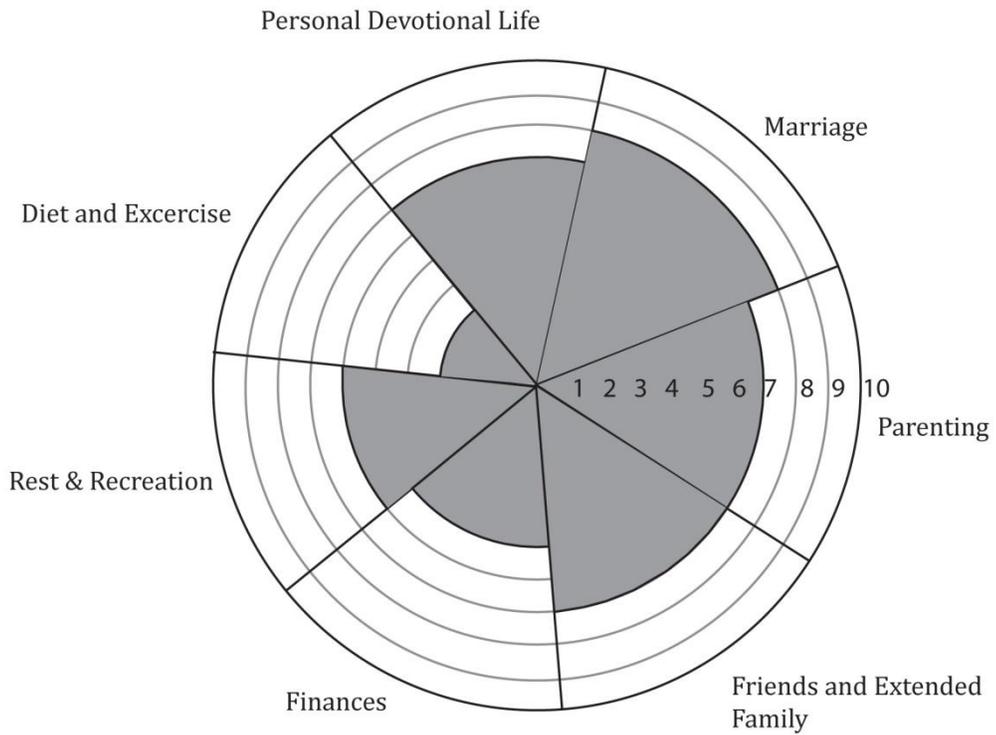
On a scale of 1 to 10, mark the relative health of each area in your ministry. See the sample in this appendix for how to complete the wheel to gain a picture of your balance in all these areas.



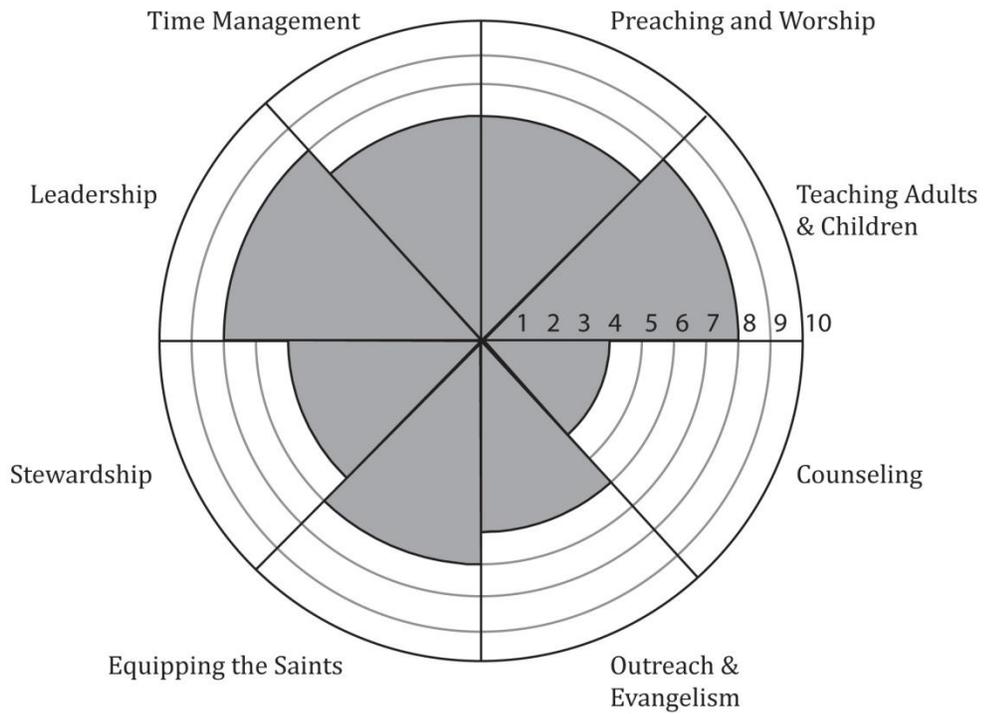
Once you have filled out the wheel, picture it as a wheel on which your ministry is rolling down the road ahead of you. Ask yourself these questions – and discuss them with those who are assisting you.

- What God-given strengths in ministry does this reveal for which you give thanks to God?
- Where do you find evident imbalances potentially resulting in a bumpy ride?
- What would be the single most important improvement/change you could make with God's blessing in each of the areas that would result in solidifying or strengthening health in that area of ministry?
- What changes in the near future do you see coming down the road that might impact any part of this wheel?
- What is not reflected in this wheel that needs to be considered because of its positive/negative impact on all these areas of ministry?

Sample - A Royal Priestly Wheel



Sample - A Public Ministry Wheel



Appendix D

Goal Setting Forms and Samples

Goals for Spiritual Growth and Royal Priestly Ministry

Under God’s blessing (without which nothing good ever happens!) prayerfully work to make your goals **SMART**: **Specific** (gives concrete direction for action), **Measurable** (able to know when goal has been reached³), **Attainable** (avoids OOPS: overly optimistic planning syndrome – goal stretches you but is also realistic about available time/resources), **Relevant** (goal/action steps clearly relate to what you are trying to achieve), **Timed** (goal has a specific time limit).

Also include concrete (what) and timed (when) action steps needed to accomplish that goal.

Goal #1: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

³ In spiritual matters, since “the kingdom of God is not a matter of eating and drinking, but of righteousness, peace and joy in the Holy Spirit” (Romans 14:17), we may think that trying to develop “measurable” goals is impossible. However, the outward activity that we pray produces the inward growth is often measurable. For instance, while we have no tools to measure growth in faith, we can measure the amount of time we devote to meditating on the Word each day. Such a goal is not compelling the Holy Spirit to march to the tune we are playing. But such a goal is built on trust that the Spirit does work through the means just as he has promised.

Goal #2: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

Goal #3: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) *What I will do:* _____

_____ *By when:* _____

Goal #4: _____

Action steps (what and when) needed to complete this goal:

1) *What I will do:* _____

_____ *By when:* _____

2) *What I will do:* _____

_____ *By when:* _____

3) *What I will do:* _____

_____ *By when:* _____

4) *What I will do:* _____

_____ *By when:* _____

Goal #5: _____

Action steps (what and when) needed to complete this goal:

1) *What I will do:* _____

_____ *By when:* _____

2) *What I will do:* _____

_____ *By when:* _____

3) *What I will do:* _____

_____ *By when:* _____

4) *What I will do:* _____

_____ *By when:* _____

Sample Goals for Spiritual Growth and Royal Priestly Ministry

Under God’s blessing (without which nothing good ever happens!) prayerfully work to make your goals **SMART**: **Specific** (gives concrete direction for action), **Measurable** (able to know when goal has been reached), **Attainable** (avoids OOPS: overly optimistic planning syndrome – goal stretches you but is also realistic about available time/resources), **Relevant** (goal/action steps clearly relate to what you are trying to achieve), **Timed** (goal has a specific time limit).

Also include concrete (what) and timed (when) action steps needed to accomplish that goal.

Goal #1: *Beginning on August 1, I will set aside 6:00 – 7:00 AM each morning Monday through Friday for prayer, Scripture reading, and reading through confessions. Through the rest of the year maintain at least 80% of weeks in which no more than one day per week is missed.*

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Locate a suitable reading plan that won’t get too focused on quantity of Scripture reading but allows focused attention each day on a chapter or two.

By when: Middle of July

2) **What I will do:** Read through Luther’s ***A Simple Way to Pray*** and his ***Preface to the Wittenberg Edition of Luther’s Works*** (AE Volume 35) to gain understanding of Luther’s Christ-centered approach to prayer and meditation on the Word (*oratio, meditatio, and tentatio*).

By when: Last two weeks of July

3) **What I will do:** Purchase the Kolb/Wengert edition of the Lutheran Confessions so that I can read 5 minutes a day in the Confessions.

By when: Order online by July 15.

4) **What I will do:** Begin to change when I retire to no later than 10:30 PM so that I still have plenty of time for sleep so that I can get up by 5:30 AM to shower/eat before devotion time.

By when: Last week of July.

5) **What I will do:** Develop a personal prayer calendar so as to bring some order to my daily prayers for family, extended family, members, circuit/district/synodical leaders, and others.

By when: Last week of July.

Goal #2: *Develop a plan and begin by August 15 to walk (weather permitting) to a nearby restaurant for breakfast with my wife on Saturday mornings – use this time to connect with what’s happened in the past week and to look ahead to scheduled commitments for ourselves/family for the week ahead.*

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Identify reasonably priced restaurants within walking distance of our home.

By when: First week of August

2) **What I will do:** Begin watching for coupons to local restaurants to keep this more affordable.

By when: First week of August

3) **What I will do:** Ask oldest child to be responsible for getting breakfast together for younger children and supervising kitchen clean-up when finished.

By when: First week of August

Goal #3: Plan “no kids” weekend away with seminary friends for the weekend after Easter.

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Discuss plans as couples to make sure it is doable.

By when: Begin discussion in January.

2) **What I will do:** Secure weekend supervision for children with extended family.

By when: End of January.

3) **What I will do:** Secure preaching/Bible class help (seminary student?) for the Sunday after Easter.

By when: End of January

4) **What I will do:** As couples plan for where to go on weekend and what we want to do there – secure tickets early if flying – look into renting a car if driving.

By when: Middle of February

Goals for Professional Growth

Under God’s blessing (without which nothing good ever happens!) prayerfully work to make your goals **SMART**: **Specific** (gives concrete direction for action), **Measurable** (able to know when goal has been reached⁴), **Attainable** (avoids OOPS: overly optimistic planning syndrome – goal is realistic about available time/resources), **Relevant** (goal/action steps clearly relate to what you are trying to achieve), **Timed** (goal has a specific time limit).

Also include concrete (what) and timed (when) action steps needed to accomplish that goal.

⁴ In spiritual matters, since “the kingdom of God is not a matter of eating and drinking, but of righteousness, peace and joy in the Holy Spirit” (Romans 14:17), we may think that trying to develop “measurable” goals is impossible. However, the outward activity that we pray produces the inward growth is often measurable. For instance, while we have no control over how many prospects might be brought to faith, we can determine the number of initial and follow-up law/gospel calls we make per month. Such a goal is not compelling the Holy Spirit to march to the tune we are playing. But it is built on trust that the Spirit does work through the means just as he has promised.

Goal #1: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

Goal #2: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

Goal #3: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

Goal #4: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

Goal #5: _____

Action steps (what and when) needed to complete this goal:

1) **What I will do:** _____

_____ **By when:** _____

2) **What I will do:** _____

_____ **By when:** _____

3) **What I will do:** _____

_____ **By when:** _____

4) **What I will do:** _____

_____ **By when:** _____

Sample Goals for Professional Growth

Under God’s blessing (without which nothing good ever happens!) prayerfully work to make your goals **SMART**: **Specific** (gives concrete direction for action), **Measurable** (able to know when goal has been reached), **Attainable** (avoids OOPS: overly optimistic planning syndrome – goal stretches you but is also realistic about available time/resources), **Relevant** (goal/action steps clearly relate to what you are trying to achieve), **Timed** (goal has a specific time limit).

Also include concrete (what) and timed (when) action steps needed to accomplish that goal.

Goal #1: *Work with seminary friend or another pastor from End Time through Christmas to strengthen our study of each Sunday sermon text.*

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Call seminary friend to ask if he is willing to partner on this. If he is not, consider working with another pastor in area, or another friend in ministry who could work together with me using Skype (or some similar technology).

By when: First week of July.

2) **What I will do:** With whoever agrees to work with me, coordinate selected preaching texts from end of October through end of Advent.

By when: Third week of July.

3) **What I will do:** Develop plan with partner for how to regularly schedule personal text study time and time for meeting together (suggestion: block out 3 hours on Mondays in my personal schedule and meet with partner on Tuesdays during lunch at a location mid-way between two congregations – brown bag lunch to save money?).

By when: Last week of July.

4) **What I will do:** Begin meeting during the week leading up to End Time 1 (Reformation).

By when: Late October.

5) **What I will do:** Evaluate how this plan is going to consider continuing/changing (perhaps bringing in another interested brother).

By when: Late November.

Goal #2: *By the beginning of the next calendar year, learn to better manage myself in time so that I avoid losing zeal for ministry and so that I can save more time for ministry growth/planning and for my family.*

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Talk with one other pastor who appears to be a good time manager each month for the next four months (in person at conferences and circuit meetings when possible) to ask them what they have found personally helpful in managing themselves in time. Ask them for any resources (books, articles, newsletters, blogs, workshops) they have found helpful. Also ask them for any names of pastors they believe do well in managing themselves in time.

By when: September through December

2) **What I will do:** Watch the three time management interview videos posted on the Seminary's preaching web site. List one or two things learned that I would want to put to work in how I manage myself in time.

By when: Use 1 hour on Fridays during the last three weeks of September.

3) **What I will do:** Work with two of the resources I have identified and take note of changes I would make based on what I learn.

By when: Use 1 hour on Fridays during October and November.

4) **What I will do:** Devote an entire day during the first week of January to plan how I will put what I have learned to work for the first six months of the new year.

By when: End of first full week of January.

Goal #3: *During January through March, take the online leadership course offered by WLS.*

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Ask church council to be sure to approve in the church budget a line item that would cover the enrollment fee and ½ the tuition cost of the course since the seminary will match that with a scholarship. (I would budget on my own for any books needed.)

By when: October church council meeting.

2) **What I will do:** Discuss with church leadership what changes in work expectation could help make time to get the most out of the class (approximately 4 hours per week of work for 9 weeks January 15 through March 15).

By when: In October church council meeting raise the idea; November church council meeting discuss ideas.

3) **What I will do:** Enroll online for course and apply for WLS matching scholarship.

By when: December 1.

4) **What I will do:** Reduce specific pastoral tasks as agreed upon with leaders, plot out specific times to work on the course each week, and do the work of the course – while each week keeping a log of what this will mean for future ministry.

By when: January 15 – March 15

Goal #4: *Work with circuit/conference to have a seminary professor lead a pastoral institute on preaching at circuit/conference in fall of 2012.*

Action steps (what and when) needed to complete this goal:

1) **What I will do:** Talk with circuit pastor and/or conference agenda committee to make suggestion.

By when: Speak to them by end of summer 2011 so that request can be made as early as possible.

Appendix E: Resource List

The following books, articles, and essays were used in producing the accompanying essay and two related essays delivered to the Southeastern Wisconsin District in 2009 and 2010. Each resource has something to offer in helping called workers develop and put into practice a spiritual and professional growth plan. As with all resources that are not inspired Scripture, some may require considerable discernment in their use.

Please submit to **Grow in Grace** any tools and resources that you have found helpful that could be added to this list.

Bivens, Forrest L. *“Practical Insights into the Minister’s Spiritual Growth,” Wisconsin Lutheran Quarterly*, Volume 105, Number 3 (Summer 2008), 163-178.

_____. *“Using Devotional Classics,” Wisconsin Lutheran Quarterly*, Volume 105, Number 2 (Spring 2008), 83-117.

Carter, Stephen J. *Pastors on the Grow: Continuing Education Can Improve Your Ministry*. St. Louis: Concordia. 1986.

Covey, Stephen R. *The Seven Habits of Highly Effective People: Powerful Lessons in Personal Change*. New York: Fireside. 1989.

Covey, Stephen R., Merrill, A. Roger & Merrill, Rebecca R. *First Things First*. New York: Fireside. 1994.

- Deutschlander, Daniel M. *The Theology of the Cross: Reflections on His Cross and Ours*. Milwaukee: Northwestern Publishing House. 2008.
- Flynn, James T. *"Firewall: Health Essentials for Ministers and Their Families."* *Christian Education Journal*, Series 3, Volume 6, Number 2, 309-324.
- Halaas, Gwen Wagstrom. *The Right Road: Life Choices for Clergy*. Minneapolis: Fortress Press. 2004.
- Jones, L. Gregory & Armstrong, Kevin R. *Resurrecting Excellence: Shaping Faithful Christian Ministry*. Grand Rapids, MI: Eerdmans. 2006.
- Kleinig, John W. *Grace Upon Grace: Spirituality for Today*. St. Louis: Concordia. 2008.
- Koch, Richard. *The 80/20 Principle: The Secret to Achieving More with Less*. New York: Doubleday. 2008.
- Koehler, J. P. *"The Connected Study of Holy Scripture, the Heart of Theological Study."* *The Wauwatosa Theology*, Volume I, 99-108. Milwaukee: Northwestern Publishing House. 1997
- Mc Neal, Reggie. *Practicing Greatness: 7 Spiritual Disciplines of Extraordinary Spiritual Leaders*. San Francisco: Josey-Bass. 2006.
- Oswald, Roy M. *Clergy Self-Care: Finding a Balance for Effective Ministry*. Bethesda, MD: The Alban Institute. 1991.
- Personal Development Plan Workbook*. London: Mind Tools Ltd. 2007-2010.
- Peterson, Eugene H. *The Contemplative Pastor: Returning to the Art of Spiritual Direction*. Grand Rapids, MI: Eerdmans. 1989.
- Pieper, August. *"Scripture Study as the Special Task of the Pastor."* *The Wauwatosa Theology*, Volume I, 119-130. Milwaukee: Northwestern Publishing House. 1997.
- _____. *"The True Reconstruction of the Church,"* *The Wauwatosa Theology*, Volume III, 295-345. Milwaukee: Northwestern Publishing House. 1997.
- Pope, Nathan R. *Motivation for Ministry: Perspectives for Every Pastor*. Milwaukee: Northwestern Publishing House. 1993.
- Reber, Robert E. & Roberts, D. Bruce. *A Lifelong Call to Learn: Approaches to Continuing Education for Church Leaders*. Nashville: Abingdon Press. 2000.
- Song, Mike, and Haley, Vicki & Burrell, Tim. *The Hamster Revolution: Stop Info-Glut – Reclaim Your Life*. San Francisco: Berrett-Koehler Publishers. 2008.

Appendix F

Spiritual and Professional Growth Plan Document

SPIRITUAL AND PROFESSIONAL *Growth* PLAN

*T*rusting in the Lord to continue to bless and equip me by his gospel to serve as a faithful shepherd of his sheep, *I submit this plan for spiritual and professional growth.*

In addition to regular attendance at circuit, conference and district meetings,

*M*Y GOALS FOR SPIRITUAL AND PROFESSIONAL GROWTH ARE:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

*M*y signature: _____ Date: _____

MY PARTNERS WHO WILL ENCOURAGE ME AS I WORK TOWARD THESE GOALS ARE:

My circuit pastor who will check in with me mid-year to see how this plan is going:

Signed: _____ Date: _____

Date check-in occurred: _____

My ministry peer who will check in with me monthly to see how this plan is going:

Print name: _____

Date check-ins occurred: _____



_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____