

2021 PLANNING GUIDE DISCLAIMER

PLEASE READ BELOW BEFORE BEGINNING YOUR PLANNING

We are thrilled to begin a new year at HPAC with our great leadership team! We have a great spirit of expectancy and excitement for what things we believe God is going to do in our church. In light of the recent events that have taken place, including the COVID19 pandemic, and how it has affected the church, we must plan differently and more carefully this year.

We know you have so many great ideas and plans for your ministry! We cannot wait to hear these ideas and see them come to pass. However, due to the ever-changing limitations and restrictions that are placed on the church, through our secular governing bodies, we are going to adapt a new method of planning for the church in the year 2021.

Your planning guide will have the following components to adopt these changes:

- We will plan in quarters this year. This means that you will only plan for the next three months of the year.
 - Quarter 1 = January through March
 - Quarter 2 = April through June
 - Quarter 3 = July through September
 - Quarter 4 = October through December
- Within the last few weeks of the current quarter, we will have a smaller-scale quarter planning meeting for the next quarter with all leaders.
- Your quarter plan will have two main components to consider when creating your Planning Guide. The first component is your primary plan – this will be comprised of the information and plans on your guide. The second component is your backup plan in the event that we must make modifications due to sudden COVID changes. An example Planning Guide is included for your reference.
- It is important that your that your primary plan and backup plans coincide with each other so that should the restrictions and modifications change in the middle of a quarter, that you are easily able to transition from one plan to the other.
- If you have any questions or concerns about your planning, contact our administration team and we will be happy to help you out!

2021 JUNIOR MINISTRY PLANNING GUIDE

- ☐ If you plan on having support staff, or youth staff, then using the *2021 Support Staff Request Form*, submit the names for approval. Have backup person in mind just in case those whom you select are unable to fill these roles.
 - **Due by Saturday, December 19th, 2020.**
- ☐ Prepare a line-item budget proposal for your ministry. Be sure to include your needed supplies, and how you plan to fund these items.
- ☐ Review the important dates and deadlines of when to submit all requested information.
- ☐ As Directors, you will be required to attend quarter planning meetings once a quarter, or as needed.
- ☐ Prepare two operational plans for Quarter 1 (January through March) of how your ministry will function. Follow the guides on the pages below.
- ☐ All forms and resources are available for download and print through the church website, www.hpachurch.com, under the Leader Resources button located at the footer of the website. The password to access all documents is VISION2021.
- ☐ Once complete, email scanned copies of your finalized Planning Guide to gg.hpachurch@gmail.com
- ☐ You **will not** be making a presentation or PowerPoint this year.

PRIMARY QUARTER PLANNING

- ☐ Your primary plans should be created with the understanding that our current COVID modifications include the following:
 - (2) In-Person Sunday Services with 25% capacity per service
 - In-person activities as long as social distancing guidelines are enforced
- ☐ Review the Church Calendar and plan activities, for Quarter 1 – January through March (i.e. – trainings, meetings, socials & connect points, etc.)
 - All dates must be submitted and approved before you can implement the activity.
 - Dates will be approved on first come, first serve basis.
 - **All date submissions for Q1 are due by Sunday, January 10th, 2021.**
- ☐ Plan and schedule a room cleaning and Decoration Day for your assigned classroom.
- ☐ Schedule an in-person parent orientation/mixer between the dates of January 17th and February 7th.
- ☐ Schedule junior activities at least once per month that promote the spiritual well-being of our juniors.
 - Pastoral Guidelines:
 - No church-sponsored sleepovers
 - Any issue involving dating, relationships, and/or sexuality refer immediately to the Pastor.
 - No “movie nights”, unless it is a Christian-based movie that you’re integrating into a spiritual lesson. Promote interaction at gatherings.
- ☐ Provide a list of proposed changes and improvements/new ideas.
 - Include quality improvement goals.
 - Less is more. Focus on quality over quantity. We are still in the mindset of simple church. Try to make sure the focus of your ministry and activities is not on “me”, but on “we”.
- ☐ Provide a detailed outline of how you plan to transition from this operational plan to the other operational plan, if COVID restrictions are in place.

BACKUP PLANNING
(COVID MODIFICATIONS ADDED OR REMOVED)

- ☐ Using your Primary Plan and a bulleted list for each planned activity, describe how you would transition to your Backup plan, under the following circumstances:
 - No restrictions at all
 - Full Restrictions (Virtual Only)

- ☐ Below is an example of how you would include this in your Planning Guide:
 - **Primary Plan:**
 - January 10th – Ice Cream Social
 - The event will be held outdoors with social distancing in place which includes 6-feet apart, masks and temperature checks.

 - **Backup Plan:**
 - January 10th – Ice Cream Social
 - **No Restrictions At All:** The event will be at the same location but with no restrictions and inviting as many friends to join as possible; potentially indoors.
 - **Full Restrictions (Virtual Only):** We will have a ZOOM meeting instead and include fun ice breaker activities.

- ☐ For a more in-depth example, please review the *SAMPLE 2021 PLANNING GUIDE*.

- ☐ Outline, in detail, your plan to retain engagement and participation amongst your ministry members if further COVID restrictions are in place.