**Ministry Proposal Examples**

**WHY or HOW**

The ministry proposal examples on the next two pages are designed to illustrate how to approach your written proposal from either a lead from WHY perspective or a lead from HOW perspective. Please take notice of the discussion notes located on the side of each highlighted text. These will help you learn why each part of the proposal is included and how you may want to include similar information in your own proposal. Please note that the examples are for guidance only. Wonderful Works Ministry does not create ministry proposals or policies for others. This is a teaching tool only.

**Example 1 – Lead from WHY proposal one sheet**

A “Lead from Why” Proposal is appropriate if you are reaching out to your church with the ministry idea. This proposal should introduce the need and your idea in a positive way. This proposal can be more informal and personable. The objective here is to help a leader want to learn more. Therefore, more of the proposal should be spent on vision casting and confidence building, with the actual implementation details ready to be discussed at a future meeting. These proposals should be short and reader friendly. Consider making supporting materials, such as statistics, personal stories, and supporting Bible verses separate (short) documents that utilize graphics. Once you send in this type of proposal, be sure to follow up with your leaders to see if they received it and if they are interested in discussing it more.

**Example 2 – Lead from HOW proposal one sheet**

A “Lead from How” Proposal is appropriate if your church leadership has already reached out to you with interest in creating this ministry. This means they already understand why the ministry is important and spending a lot of time trying to convince them again is not helpful. This is the document that you will want to bring with you to your initial sit-down meeting. You may even want to send it in prior to the meeting to help your leaders know how to create an effective meeting agenda. Language can be brief and to the point. Keep in mind that the document should be self-contained enough that stakeholders who are not in the meeting can fully understand your vision when reading it later.

**Example 1 - LEAD FROM WHY EXAMPLE**

Teen and Adult Disability Ministry Class Proposal

Our church’s mission is to reach all people for Christ, this includes individuals who have developmental delays and their families. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, more than \_\_\_\_\_\_\_\_\_\_\_ number of adult residents have a developmental delay, but only about \_\_\_\_\_\_\_\_\_\_\_\_\_ churches in the area provide a class designed to meet their needs. This means that there are many people in our community who want to come to church but can’t. This gives churches like ours an exciting opportunity to make a difference for the Kingdom. We would like to invite you to share in our vision of what it could look like for our church to offer a safe, fun, and engaging class for teens and adults to discover the gospel in a way that meets them right where they are. Would you please take a few moments to look over our new ministry proposal and let us know what you think.

**Ministry Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_ would be a class specially designed for teens and adults who have developmental disabilities.

**Objective:** Our objective would be to help both individuals with disabilities as well as their families attend church. By providing this environment, class members will be able to have a fun and safe place to create community and learn from adapted lessons that meet their needs. In addition, their families can attend the Worship Service while their loved ones are being cared for in the \_\_\_\_\_\_\_\_\_\_\_\_\_ classroom.

**Why This Matters:** *Go into all the world and proclaim the gospel to the whole creation. – Mark 16:15.* We have been asked to reach all people for Christ, and this includes reaching individuals who have intellectual and developmental disabilities.

**General Overview of Plan:** Each Sunday during one service, two trained volunteers would lead a classroom designed to teach the gospel to teens and adults who have developmental disabilities. Adapted curriculum would be used to reach class members in the learning style that they connect to best. Training and policies would be set by the leadership team to ensure safety and sustainability for the ministry. Classroom turn over could be achieved quickly by using a rolling cart to move supplies between services.

(What your ministry can provide and what you are requesting from the church)

**Resources:** We will consult with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church leaders to learn from their successful teen to adult ministry. We will also use training resources available online.

**Questions to Consider:** What specific need does the church have that our ministry could help meet?

**Next Steps:** Would you be available to discuss this further? I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and can meet at your convenience.

**Example 2 - LEAD FROM HOW EXAMPLE**

Teen and Adult Disability Ministry Class Proposal

**Mission:** Our church’s mission is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The \_\_\_\_\_\_\_\_\_\_\_\_\_ ministry would support this mission by creating an accessible environment for teens and adults who have intellectual and developmental disabilities to be part of our church.

**Ministry Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_ would be a class specially designed for teens and adults who have intellectual and developmental disabilities.

**Objective:** Our objective would be to help both individuals with disabilities as well as their families attend church. By providing this environment, class members will be able to have a fun and safe place to create community and learn from adapted lessons that meet their needs. In addition, their families can attend the Worship Service while their loved ones are being cared for in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ classroom.

**Why This Matters:** *Go into all the world and proclaim the gospel to the whole creation. – Mark 16:15.* We have been asked to reach all people for Christ, and this includes reaching individuals who have special needs.

**How We Can Do This:**

**When:** Every Sunday during one service.

**Where:** In the classrooms area.

**Leader:** \_\_\_\_\_\_\_\_\_\_ could oversee the ministry and work with a designated staff point person on large decisions.

**Volunteers Needed:** 4 to 5 Volunteers would be recommended. This would allow one lead teacher and one helper to serve bi-weekly. The 5th volunteer could be a substitute.

**Adapted Curriculum:** Depending on budget, adapted curriculum could be purchased online or a volunteer could be recruited to adapt lessons from another ministry.

**Policies:**

Class members would be encouraged to register by having a parent or guardian fill out the informational questionnaire.

Parents and guardians would be required to stay on site.

All volunteers would be background checked and receive training.

Two volunteers would be required to always stay with students. No volunteer and student will be alone together.

Parents or guardians would be paged if a student is unable to adjust or has medical or restroom needs.

Volunteer to student ratio will be predetermined to ensure safety.

A check-in and pick-up procedure would be established for safety purposes.

**What the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team Can Provide:** The leadership team would provide ministry direction, oversight, recruiting, training and ongoing support of volunteers, as well as communication with parents and caregivers.

**What We Would Like to Request from The Church:** We would like to request the use of \_\_\_\_\_\_\_\_\_\_ classroom during one service each Sunday. We would like help developing a logo and recruiting strategy. We would like to discuss a possible budget to help us purchase curriculum, supplies and a rolling cart to house supplies for easy classroom turn over.

**Resources:** Our team will consult with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church leaders to learn from their successful teen to adult ministry. We will also use training resources available online.

**Questions to Consider:** What is the best way to let the community know about this opportunity? What information or questions do the church staff have to share?

**Next Steps:** Decide on a timeline, develop budget, and schedule meeting with possible team members.