

Steps for Putting Together an Event or Project in a Small Church

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With most events are projects there are about 10 very basic steps that need to be taken. For your convenience I have listed these steps below:

Step 1: Identify a need or set of related needs. Talk about it with other people, in your church, but not necessarily limited to them. See if they share your belief that it is an important need.

Children around here need to know more about the teachings of the Bible, our faith, and the Christian life.

Step 2: Give the project a name. Relate it to one or more of the basic tasks of the church. Visualize what the result of the event or project should be.

This event would nurture children; it might evangelize others; and, we might include a missions emphasis. We could call it Vacation Bible School.

Step 3: Identify the target audience and estimate the number of participants.

We want to focus on children from 3 to 12 years of age. We need to be sensitive to what they enjoy and how they learn. We have ____ children in our Sunday School in this age group; we have ____ children in our community who might attend the school. They fall into these age groups.

Step 4: Identify resources that will be needed as related to the following topics

- ☺ *Leadership*
- ☺ *Workers—number and tasks*
- ☺ *Materials needed—ordered and or prepared*
- ☺ *Promotion and publicity*
- ☺ *Calendar*

Step 5: Recruit and train workers

In our example, the workers would need to know what to do and how to do with the materials for the VBS.

Step 6: Design the flow of the work and calendar it.

Begin with the target date for the event or project and then work backward and chart when the various components of the preparation should be launched and when they should be completed. For example, publicity is important. It should be scheduled in such a way, and it should use media that will insure that the target population knows about and is interested in the event. One little note in a bulletin or a local paper is seldom enough.

Step 7: Have a “Plan B”

With some event, it is necessary to foresee possible problems and be prepared. What do you do if more children show up than you had planned for? What do you do if there is a health emergency? What do you do if a picnic is planned for the final day and rain is forecast?

Step 8: Conduct the event or project.

Step 9: Evaluate and refine the event or project

As you go along through the event make notes about what is working, where the problems are, what might be done to make it a better event or project next time. In our example you might ask both the workers and the children.

Step 10: Celebrate, pack it up, and share it with others.

Some good things happened. Thank God, the workers, the children and the parents. Tell the workers that they have a 10 month vacation, at least from this job. Share with others the things that worked. This is particularly important when the project or the event is something creative and new.

A few years ago I collected nearly 100 descriptions of good projects and events that small churches were actually doing across the country. They are on the web site of the Missouri Baptist convention, listed as the Kan-Do Kit. I have them on diskette and plan to put time on the website that the association will have.