

New Hope Presbytery Planning Process  
Organizational Development and Evaluation Team  
Table of Contents

Presbytery Planning Overview	1
Memorandum to Committee Moderators	2
Committee Planning Guidance	3
Annual Plan Form	6
Trimester Reporting Form	7
Sample Annual Plan	8
Sample Reporting Form	9
Sample Mission Statement	10
Sample Committee Membership List	11
Sample Agenda	12
Sample Minutes	13
Presbytery Organization	14
Presbytery Priorities	15

## Presbytery Planning Overview

<b>Trimester One Report</b>			<b>Trimester Two Report</b>			<b>Trimester Three Report</b>		
<b>ANNUAL PLAN</b>								
Action 1			Action 2			Action 3		
Action 1			Action 2			Action 3		
Action 1			Action 2			Action 3		
Goal 1			Goal 2			Goal 3		
<b>Presbytery Priorities</b>								
<b>Committee/Division Mission Statement</b>								

TO: New Hope Presbytery Committee Moderators  
FROM: Organizational Development and Evaluation Team (ODET)  
SUBJECT: Annual Planning and Reporting

On behalf of the Organizational Development and Evaluation Team, I'd like to welcome you as a committee or division moderator. If you are returning to a position you were holding, welcome back.

One of the issues discussed several times within our team and with the Council has been the need for an easy and straight forward way in which the various committees within our presbytery can identify their annual goals, report progress and request help. It seems that many times, the important work of our committees goes unrecognized or, worst, encounters some stumbling block without a way of lifting up what they are doing.

After some consideration, the Council approved the attached planning and reporting guidance. We know that you are busy with many important things so we tried to design a process that wouldn't take more than a couple of extra minutes to use. We certainly would like your advice on how to make the process easier or better.

Please note that your Annual Plan for 2008 should be submitted to ODET ([aaslay@yahoo.com](mailto:aaslay@yahoo.com)) by **April 15, 2008**. Your Trimester Reports for this year should be submitted by **May 15, 2008** for trimester one, **September 8, 2008** for trimester two, and **January 10, 2009** for trimester three. These dates allow ODET to collate the reports for the next scheduled Council meeting and for the presbytery's annual report.

As you will see from the attached, ODET is leading this effort and will be responsible for submitting your plans and reports to Council on a regular basis. Let me be really clear, this is supposed to be something that improves communication and generally helps our overall organization. We want to know if this presents a problem, if you need help, if you can think of ways of improving this process, or if you just want to vent.

Thanks for the work you and your committee are doing and for your willingness to try this new planning and reporting process.

## **New Hope Presbytery Committee Planning Guidance**

### **Introduction**

As part of God's connectional community, the Presbytery of New Hope has invited members to participate in various activities of presbytery. The Organizational Development and Evaluation Team (ODET) believe that God has called each of us to this ministry and mission. It is important, therefore, that each of us feels important, productive and acknowledged in the work we do. To that end, ODET is suggesting that we recommit ourselves to an appropriate amount of communication and accountability as we perform the critical tasks of presbytery. As collaborators with God in His continuing creation, each committee and division need to share their dreams, their plans, and their successes so that we can all feel a sense of ownership in the work we are called to do.

### **Objective**

The organization of New Hope Presbytery consists of a council, committees of presbytery, three divisions, and a number of committees. The committees are responsible for establishing annual goals consistent with New Hope Presbytery's priorities and developing actions plans for the accomplishment of those goals.

The Organizational Development and Evaluation Team (ODET), in order to support the responsibilities of the committees, have developed a format by which each committee can identify its annual goals and report to council on their progress.

Each committee is encouraged to submit their plans and trimester (every four months) reports as a way of

- Providing clearer communication to the divisions and council on committee activities.
- Encouraging greater communication among the committees, divisions, and council.
- Creating greater enthusiasm for reaching successful outcomes.
- Improving significantly our overall sense of accomplishment.

## **Planning Process**

Each committee moderator is encouraged at their first meeting of the year to:

1. Open the meeting with a prayer of thanksgiving and guidance.
2. Insure all members are introduced and contact information is exchanged.
3. Review the committee's mission statement (if a mission statement does not exist, one is highly recommended).
4. Review the most recent accomplishments.
5. Review the tasks that are currently in process.

Once this review is completed, each committee should:

1. Brainstorm and discuss what it feels its call is within the framework of its organizational responsibilities.
2. Attempt to identify at least three goals to be accomplished during the coming year.
3. Identify two or three actions to be taken to insure that each goal is accomplished.
4. Allocate the actions within the trimester it will be completed.
5. Use the attached Planning Template to record your annual plan.
6. Use the allocation of actions with trimester as a potential calendar of events for the committee to follow throughout the year.
7. Submit your committee plan to the ODET through its Moderator (Jerry Slaymaker, [aaslay@yahoo.com](mailto:aaslay@yahoo.com)).

The Organizational Development and Evaluation Team will:

1. Acknowledge receipt of each committee's plan.
2. Compile the individual committee plans into a single comprehensive New Hope Presbytery Annual Plan.
3. Distribute the comprehensive plan to each division and to council.
4. Provide feedback to each committee as appropriate to help clarify goals and actions.
5. Provide feedback as appropriate from the council to each committee.

Each division is invited to use the same process for their independent divisional planning.

## **Reporting Process**

On a trimester basis ODET will:

1. Send a reminder to each committee moderator approximately three weeks before the due date requesting he/she submit a trimester report (see Trimester Report Template).
2. Compile the Trimester Reports into a comprehensive New Hope Presbytery Council Trimester Report
3. Distribute copies of the comprehensive Trimester Report to each division and council.
4. Provide feedback from ODET and/or the council as appropriate.

## **ODET Support**

ODET recognizes that this planning and reporting process will be new to the committees and are, therefore, very interested in helping where we can. If committees would like us to join them in their planning process, we would be willing to do that. We will also be providing some feedback to the planning and reporting documents submitted in order to help committees position themselves for a good, productive year.

## **Questions and Comments**

Please submit any questions and comments to Jerry Slaymaker at [aaslay@yahoo.com](mailto:aaslay@yahoo.com) or 919-467-7644.

## New Hope Presbytery Annual Plan Template

Committee:

Committee Moderator:

Submission Date:

### Annual Planning Goals and Actions

<b>Goals</b>	<b>Trimester one (Jan-Apr)</b>	<b>Trimester two (May-August)</b>	<b>Trimester three (Sept-Dec)</b>
<i>Goal 1</i>	<i>Action 1 Action 2</i>	<i>Action 3</i>	<i>Action 4</i>
<i>Goal 2</i>	<i>Action 1 Action 2 Action 3</i>	<i>Action 4 Action 5</i>	<i>Action 6</i>
<i>Goal 3</i>	<i>Action 1</i>	<i>Action 2</i>	<i>Action 3</i>

## New Hope Presbytery Reporting Template Trimester \_\_\_\_\_

Committee:

Committee Moderator:

Submission Date:

<b>Goals</b>	<b>Trimester: Trimester Period:</b>
<i>Goal 1 (from Plan)</i>	<i>Action (from Plan)</i> <i>Action (from Plan)</i>
Trimester Accomplishments	
<i>Goal 2 (from Plan)</i>	<i>Action (from Plan)</i> <i>Action (from Plan)</i> <i>Action (from Plan)</i>
Trimester Accomplishments	
<i>Goal 3 (from Plan)</i>	<i>Action (from Plan)</i>
Trimester Accomplishments	

Problems/Issues to be brought to Council:

Motions for Council consideration:

## Organizational Development and Evaluation Annual Plan 2008

The mission of the Organizational Development and Evaluation Team is to be Christ's agents to continually evaluate the effectiveness of New Hope Presbytery's operations and make recommendations for improvement.

Committee: Organizational Development and Evaluation Team  
 Committee Moderator: Jerry Slaymaker

Submission Date: January 1, 2008  
 April 24, 2008 (revised)

### Annual Planning Goals and Actions

<b>Goals</b>	<b>Trimester one (Jan-Apr)</b>	<b>Trimester two (May-August)</b>	<b>Trimester three (Sept-Dec)</b>
Survey Division and Committee Moderators	1. Develop survey instrument	2. Report survey results with recommendations	
Present a Comprehensive Planning/Reporting Process to Council	1. Make presentation of Council and obtain recommendations to proceed.	2. Provide a status report to Council 3. Provide recommendations on improving process	4. Provide a status report to Council 5. Provide recommendations on improving process
Provide Facilitation/Training support to committees as requested	1. Provide support as requested	2. Provide support as requested	3. Provide support as requested
Provide an annual report to Presbytery evaluating effectiveness of NHP operations.			1. Submit an annual report to Council with recommendations for improved efficiency 2. Compile a New Hope Presbytery Annual Report
Prepare Standing Rules for New Hope Presbytery	1. Review outline with Executive	2. Present draft to Council	3. Present final Standing Rules to Presbytery

**Organizational Development and Evaluation Trimester Report  
Trimester One = Jan – April 2008**

Committee: ODET

Committee Moderator: Jerry Slaymaker

Submission Date: April 30, 2008

**Goals**

**Trimester: One  
Trimester Period: Jan – April 2008**

*Survey Division and  
Committee  
Moderators*

*1. Develop Survey Instrument*

Trimester  
Accomplishments

Developed survey instrument. Approved by Council Moderator. Completed survey for seven out of fifteen moderators

*Present  
Comprehensive  
Planning/Reporting  
Process for Council*

*1. Make presentation to Council and obtain recommendations to proceed*

Trimester  
Accomplishments

Made presentation to the Council at its retreat and obtained direction on how to proceed slowly with self-selecting committees

*Provide  
Facilitation/Training  
support to  
committees as  
requested*

*1. Provide support as requested*

Trimester  
Accomplishments

Met with Campus Ministry Committee on April 30. Scheduled to meet with Outreach Division on May 20

*Provide an annual  
report to Presbytery  
evaluating  
effectiveness of  
NHP operations*

*No action this trimester*

Trimester  
Accomplishments

No action

*Prepare Standing  
Rules for New Hope  
Presbytery*

*1. Review outline with Executive*

Trimester  
Accomplishments

Reviewed preliminary outline with Barbara Campbell Davis. Additional review will take place in May.

Problems/Issues to be brought to Council: None

Motions for Council consideration: None

## Organizational Development and Evaluation Team Mission Statement

The mission of the Organizational Development and Evaluation Team is to be Christ's agents to continually evaluate the effectiveness of New Hope Presbytery's operations and make recommendations for improvement.

The purpose of the Organizational Development and Evaluation Team is to

- ✓ understand, clarify, and communicate the current organization of New Hope Presbytery,
- ✓ make recommendations to improve organizational efficiency,
- ✓ support the organization in responding to the new presbytery priorities, and
- ✓ suggest ways in which divisions and committees can develop clear annual objectives and report on their progress to Council.

Objectives:

1. To review the mission statement and objectives for each division and committee.
2. To become the clearinghouse for organizational actions and issues of divisional and committee responsibilities.
3. To recommend a process for divisions and committees to identify objectives consistent with the New Hope Presbytery priorities.
4. To recommend a process for divisions and committees to regularly report progress toward meeting their objectives.

# *Committee Membership 2008*

## *Organizational Development & Evaluation*

*Membership Allowed*        6

*Moderator: Slaymaker, Jerry*

### *Class of 2008*

<b>Douglas, Meri-Li</b>	(919) 401-0518 home
16 Weybridge Place	(919) 604-2829 mobile
Chapel Hill, NC 27514	meri-li.douglas@att.net
<b>Leake, Linda</b>	(919) 782-6338
4407 Sunscape Ln	(919) 787-7861
Raleigh, NC 27613	linda@execuchange.com

### *Class of 2009*

<b>Slaymaker, A. A. (Jerry)</b>	(919) 467-2869
915 Tanglewood Drive	(919) 467-7644 (preferred)
Cary, NC 27511	aaslay@yahoo.com
<b>Sturdivant, Robert</b>	(919) 465-0537
133 Wee Loch Drive	exw1492@bellsouth.net
Cary, NC 27511	

### *Class of 2010*

<b>Bailey, Lisa</b>	(919) 553-4624
2905 Powhatan Road	(919) 818-9104 mobile
Clayton, NC 27520	lbailey513@aol.com
<b>Shaw, Thomas</b>	(919) 778-5533
204 Walnut Creek Dr.	(919) 920-4187 mobile
Goldsboro, NC 27534	tshaw@suddenlink.net

Organizational Development and Evaluation Team  
Meeting Agenda  
March 27, 2008  
Cary Presbyterian Church  
2:00pm-3:30pm

Sharing – All

Devotion and Opening Prayer – Lisa Bailey

Review of ODET 2008 Plans – Jerry Slaymaker

Status of Survey – Tom Shaw

Status of Standing Rules – Linda Leake

Status of New Hope Planning – Bob Sturdivant

Additional Business – All

Closing Prayer – Meri-Li Douglas

Organizational Development and Evaluation Team  
Meeting Minutes  
March 27, 2008  
Cary Presbyterian Church  
2:00pm-3:30pm

Attendees: Meri-Li Douglas, Linda Leake, Lisa Bailey, Tom Shaw, Bob Sturdivant,  
Jerry Slaymaker  
Guest: Ingram (Hedge) Hedgpeth, Moderator Presbytery Council

Meeting was opened with devotion and prayer.

Rev. Hedgpeth shared his observations concerning the need for appropriate planning within the presbytery. First, the absence of feedback is a killer. We need to have a system that provides positive feedback to the committees and allows for improvements. Second, leaders need to be coached in order to understand the need for planning, reporting and accountability. Third, the presbytery needs to have processes in place so that there is continuity as the leadership changes. Hedge was very supportive of the work we have been doing and wants to champion whatever processes we propose.

Hedge's remarks were followed by a lengthy review of 1) why processes weren't already in place, 2) what steps we have taken in the past and why they were not particularly successful, and 3) what steps we were planning to take now to insure success.

Jerry reviewed the three initiatives underway: 1) the phone survey of each division and committee chairperson, 2) the continuing identification of committees interested in more intentional planning, and 3) the development of presbytery standing rules.

Jerry indicated the phone surveys were continuing and reviewed briefly some of the comments he has received. The Outreach Division seems particularly interested in supporting the planning initiative and meetings have been scheduled with the Campus Ministry Committee on April 30 and with the Outreach Division on May 20<sup>th</sup>. The standing rules are coming along and ODET will be asked to review a draft before submission to the Council.

It was suggested and approved that ODET develop a "leadership" notebook to be provided to the Council membership and a "committee" notebook to be provided to each committee and division chair. Jerry was asked to prepare a mockup of each for the next meeting.

The team also discussed the possibility of moving our meeting time to the morning. It was decided to do so. **The next meeting of the team will be April 24<sup>th</sup> at 8:30am-10:00am at the Cary Presbyterian Church.**

Respectively submitted  
Jerry Slaymaker

## PRIORITIES OF NEW HOPE PRESBYTERY 2004-2007

In January 2003, at the request of Council, fourteen focus group meetings were held with Clerks of Session and Pastors of New Hope Presbytery. These meetings captured the experiences with, the needs for, and the dreams of our presbytery. The feelings and hopes of these meetings are summarized in the four priority Vision Statements shown below.

It is important to consider how these statements will be used by Council and Staff. If used solely as part of a budget process, much of what they offer presbytery will be missed. If used, however, as the start of a process through which Council and Staff, in partnership, determine actions needed to bring these visions to reality, we may obtain a tremendous gift and a renewed energy from what has been offered.

### New Hope Presbytery Priorities

1. To meet the need for evangelism, we should make **new church development and church redevelopment** a priority in order to renew a sense of discipleship within our congregations, to increase the number of disciples, and to increase diversity within our community.
2. To meet the need to nurture our church leaders, we should make **leadership training and preparation for ministry** a priority in order to continue training lay leaders, to guide and encourage new pastors, and to sustain experienced pastors.
3. To meet the need for pastoral leadership, we should make **vacancy assistance** a priority in order to accelerate pastoral placement, to improve vacancy counseling, and to provide clear presbytery guidance for sessions and pulpit nominating committees.
4. To meet the need for a sense of community, we should **demonstrate the presence of the Kingdom of God** by the love of our members for one another and by the quality of our common life rejoicing in worship, service, debate, praise, prayer, recreation, study and consultation; in order to improve connections among presbyters and congregations, and to enable individual members of congregations to understand and appreciate the mission and importance of New Hope Presbytery.

It is recommended

- ✓ that Council and Staff examine these vision statements closely to determine their underlying meaning and needs,
- ✓ that Council and Staff identify specific measurable objectives (an action plan) to make these visions a reality over the next four years
- ✓ that Council and Staff demonstrate these priorities through staff assignments, budgets, time commitments, and resources, and
- ✓ that Council revise, as necessary, and submit these Vision Statements to presbytery for adoption,
- ✓ that Council and Staff communicate this vision and action plan to every church in New Hope Presbytery.