

# Initiating Effective Change Worksheet

This worksheet is designed to help you facilitate change in your ministry that will not ruffle feathers. Following the steps below will aid you in the change of a ministry, policy, schedule, or program in a way that honors fellow brothers and sisters in Christ and allows for change to occur through a process. This worksheet is not geared toward making emergency changes, but works best when there is plenty of time to work through the change.

## **Remember, CHANGE is:**

1. Natural
2. Inevitable
3. Necessary
4. A Process
5. Value-based (founded on some type of belief system)
6. People-centered (it almost ALWAYS involves others)

## **Step 1: Evaluation**

(This is done by yourself or with a very small trusted team)

\*Why is this change needed (differentiate between symptoms and underlying causes)?

\*Who is involved?

\*What are all the options?

\*How does a change fit into church/ministry vision?

\*Who would the naysayers be?

\*Who has done this before that can offer valuable information?

\*What points of history could make this change difficult?

## **Step 2: Teamwork**

\*Who do we want to have on our side during this change? Who are key decision makers?

\*What naysayers need a one on one conversation?

\*Who will initiate what parts of the change?

## **Step 3: Vision and Strategy**

\*How will the vision be cast?

\*How will we show that this change is beneficial?

\*What are the detailed action steps and timelines (If change is large, consider manageable phases)?

\*How much detail about this change does the average person need to know?

## **Step 4: Communication**

\*Through what avenues will I communicate this change?

\*How will I celebrate small successes along the way?

## **Step 5: Monitoring**

\*What meetings need to be held to evaluate the change?

\*What tools or survey instruments need to be incorporated to evaluate the change?

\*What will we do if things do not go as planned (Plan B and C)?

## **Step 6: Adapt the Culture to Change**

\*What are some strategies for making the new way of doing things the “old way” (i.e. bring people to accept the new way as the status quo)?

\*How will we encourage this? How will we celebrate if it was effective?

\*How will I deal with “aftershock” conflict?