









Administrative Assistant: Action Plan

Date Revised: 10/02/09

Priority	Team Member Goals & Action Items	Who	Year End Target	% Complete/ YTD	Status/ Variance	Start Date/ End Date	Comment
1.1. To develop an accurate 2010/2011 budget that we follow and monitor. (Budget completed)							
	1.1.1. Update and analyze 2008/2009 budget for benchmarks.	Administrative Assistant	100%	90 %		10-1-2009, 11-1-2009	Nearly completed
8.1. To hire office manager and assistant by 11/2009. (% complete)							
	8.1.1. Develop position descriptions.	Administrative Assistant	100%	0 %		7-1-2009, 7-31-2009	
	8.1.1.1. Place want ads on Christian online sites and the local media.	Administrative Assistant	100%	0 %		8-1-2009, 9-1-2009	
9.2. Research the possibility of purchasing a church database management system. (% complete)							
	9.2.1. Determine needs for a church database management system.	Administrative Assistant	100%	0 %		1-1-2010, 2-20-2010	
	9.2.2. Research different church database management options for price and usability.	Administrative Assistant	100%	0 %		2-1-2010, 4-1-2010	
	9.2.2.1. Present options to Senior Pastor and the Elders for review.	Administrative Assistant	100%	0 %		5-1-2010, 5-15-2010	
11.1. Have each pastor attend one best practice church conference each year. (# of pastors attending)							
	11.1.1. Obtain information on scheduled conferences in 2009.	Administrative Assistant	100%	0 %		1-1-2009, 1-31-2009	
12.1. Push evangelicalism envelope by implementing ideas from some of the most progressive churches in America. (# of ideas implemented annually)							
	12.1.1. Obtain articles on churches for research from Outreach Magazine and Church Executive Leadership.	Administrative Assistant	100%	0 %		1-1-2009, 12-31-2011	