

First 100-Day Plan

The first 100 days in a new appointment is a crucial time in the life cycle of a new pastor. The Great Plains Cabinet encourages all transitional pastors to set aside time prior to the move to have a dedicated prayer time about the new appointment complete with reading the underlined parts of your Bible. Develop a 100-day plan.

Think about getting to know your staff and your congregation. How will you get to know your community? Might it be a good idea to meet your school superintendent, chamber of commerce officials, mayor, city council officials, or others? What are you going to preach for the first 100 days? What are the key messages? Help your congregation get to know who you are and what you believe. Show some passion.

Following are some suggest priorities. What else would you add? How would you revise this list?

Build your own worksheet starting with these suggestions:

First 30 days: Learning and Building Personal Credibility

By: July 31st.

- Getting settled into your home and tending to your family's transition needs.
- Getting settled into your office and setting your routine work week.
- Having an initial conversation with church leaders (SPRC, Lay Leader(s), Chairperson of Administrative Board/Council, Finance Chair and Trustee Chari) regarding the current state of affairs of the church and their understanding of the immediate priorities.
- Building high-priority relationships with leaders, influencers, those with immediate pastoral care needs, and those in the community.
- Establishing a 3 month preaching schedule.
- Having an expectations conversation with the SPRC.
- Spending time with each staff member to get to know them personally, their ministry role, and hopes and challenges in their role.
- Discovering and understanding the church's stated and unstated vision for ministry.
- Assessing the style of leadership, you need to bring to the congregation.
- Assessing the congregation's awareness of and receptivity to the conference Vision and the mission and ministry of the UMC through connectional giving.
- Determining projects that will need advance planning and support, such as the annual stewardship campaign or a church-wide event.
- Are there any "early wins" – areas that you can resolve to help cement your role as a leader? Early successes might include: _____

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- Other:

Second 30 Days: Seeking Some Early Wins
By August 31st

- Assessing your first 30 Days. Discuss your progress with key lay leadership and submit a brief summary report to your DS.
- Any items from the first 30 days that need to be carried over?
- Assessing your team (Lay Leadership and Staff) and determining how you will lead them.
- Analyzing your early judgements about the congregation for accuracy and adjusting your leadership style to your emerging understanding of the situation.
- Identifying an important issue that you can address that will have a tremendous impact on the congregation and their perception of your leadership if you deal appropriately with it.
- Helping the congregational leadership find ways to interact with the Conference Vision.
- Working on ways to communicate the vision of the church and keep it before the congregation.
- Any other priorities for the second 30 days?
- Any other “early wins/successes”?
- Other:

Third 30 Days: Refine, Identify, Develop, and Assess
By September 30th

- Assessing your first 60 days. Submit a brief summary report to your DS.
- Any items from the first 60 days that need to be carried over?
- Casual follow-up with the key leaders visited in the first 30 days.
- Identifying resource challenges.
- Any strategies arising for finance, budgeting, connectional giving nominations, structure, and staffing?
- Having conversation with the SPRC re: personnel development.
- Establishing another 3 month preaching schedule.
- Any other priorities from the second 30 days?
- Any other “early wins/successes”?
- Other:

Summary

You are the pastor and you only have one opportunity to start fresh at each appointment. Undoubtedly, there will be unforeseen challenges that will complicate your best laid plan; however, if you have no plan, that will be evident. As Carl F. George wrote: “If a church leader has a vision that goes beyond being well thought of, a vision that includes *harvest*, then some important decisions must be made intentionally.” (Carl F. George, *Leaders*, 126) I hold you in earnest prayer!