



Called to learn Jesus, follow Jesus, teach Jesus.



Planning Stages Pages—Summary

1. EVENT / ACTIVITY EVALUATION

Name of Ministry Event:

What was good and productive?

What was less than good and productive?

What needs to be added next time?

What needs to be subtracted next time?

What needs to be modified next time?

Were intended goals accomplished or realized? Explain with examples.

Goal 1:

Goal 2:



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2. CONCERNS / OPPORTUNITIES

Does Pastor or Council need to be made aware of anything or anyone in particular as matters of pastoral care and evangelizing church are concerned? Please alert and inform as necessary.

3. FOLLOW-UP

How was non-Trinity/ broader community be invited to participate?

‘Thank you’ notes written and delivered?

Guests re-contacted and invited to continue relationship with Trinity? How can we serve you?

4. CHALLENGES AND RESOLUTIONS

What particular challenges or obstacles did you encounter and how did you address them?

Issue:

Resolution:

Issue:

Resolution:

5. IMPORTANT TIMELINES AND DEADLINES

#	Task	Person(s) Responsible	Date Needed
1			
2			
3			
4			
5			
6			
7			

(Duplicate as needed)



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6. SUPPLIES

1	
2	
3	
4	
5	
6	
7	

7. KEY PEOPLE

Number of leaders/volunteers:

Number of attendees at event:

Name / Role	E-mail / Phone

(Duplicate as Needed)



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8. RECORD OF INCOME & EXPENSES

#	Description	Income	Expense	Source/Vendor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

(Duplicate as Needed)

Financial Summary

Income \$ _____

Total Expenses \$ _____

