

ACTION PLAN EXAMPLE

GOAL: Create a welcoming environment at liturgy where people feel a sense of belonging/acceptance.

Move toward the goal by...	Action Steps	Timeline	By Whom?	Resources?
Creating and sustaining a Ministry of Hospitality at weekend liturgies	Recruit persons interested in becoming ministers of hospitality (Parking, ushers, greeters etc.)	How long will this take?	Who is responsible for this?	<ul style="list-style-type: none"> • Pulpit Announcement • Bulletin Invitation • Personal Invitation • Ministry Fair
	Schedule a “get acquainted” information sharing meeting	Any day that all can be there	Who is responsible for this?	<ul style="list-style-type: none"> • Gratitude for interest • Are my gifts a good match? • What will be involved?
	Offer training for Hospitality Ministry	When can training be accomplished?	Who is responsible for this? Who will the trainer(s) be?	<ul style="list-style-type: none"> • Hospitality & Welcome Toolkit • Liturgical Ministry • Resource Binder • Hospitality: Doorway to Evangelization
	Support hospitality ministers with check-in meeting/retreat	6 months after first weekend of ministry	Who is responsible for this?	

Goal 1: Strengthen and restore relationships through hospitality and worship

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