

## St Luke Mission Exploration Team (MET) Process Tasks

*This process task timeline aligns with the ELCA Greater Milwaukee Synod Call Process Manual, beginning on page 33.*

TASK	PRIORITY (L, M, H)	START DATE	DUE DATE	% COMPLETE	PERSON(S) COMPLETING TASK
<b>STEP 1 WHO ARE WE?</b>					
Research history	L	8/8		100	Cindy
Create survey questions about who we are	H	8/24	9/21ish	100	Roger/Dan/entire team
Implement survey	H	10/1	10/31	100	Lori
Complete "Who are we?" worksheet	M		12/1	100	Lori
<b>STEP 2 WHERE ARE WE LOCATED? WHAT IS COMMUNITY WE SERVE?</b>					
Identify geography	L	8/8		100	Beth
Identify demographics	L	8/8		100	Beth /Pastor Steve
Complete "Where are we located" worksheet	L		12/1		Beth
<b>STEP 3 WHAT IS OUR OUTREACH?</b>					
Identify current outreach		8/24	10/18	100	Sue
Review budget for outreach		8/24		100	Jerilyn
Identify possibilities in community		8/24		100	Beth/Lori/Roger
Complete "What is outreach" worksheet			12/1		Jerilyn
<b>STEP 4 ASSESSING OUR MISSION</b>					
Identify current mission and set priorities		9/18		100	Bonnie/Sue
Presentation of mission programs and partners				100	Bonnie/Sue
Complete "Mission Assessment" worksheet			12/1	100	Bonnie

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<b>STEP 5 DEVELOPMENT OF A MISSION PLAN</b>					
Review current mission statement			11/1	100	Robert/Cindy
Review current 5 year strategic plan			11/7		CIndy
Identify what needs to stay or change					
Complete "Mission of the Congregation" worksheet			11/7		Cindy
<b>STEP 6 PREPARATION OF MET REPORT</b>					
Choose format and content					
Write report (1-2 pages)					
Schedule Congregational meeting					
Contact and coordinate meeting with Greater Milwaukee Synod					
Present information to council, congregation, call-committee					
Complete online Ministry Site Profile					