Ministry Continuity Worksheet

If something were to happen to your facility, how would you continue operations, hold services, and care for your members and community? The best time to think about disaster recovery is before a disaster strikes—when you have time to plan and make arrangements. The following worksheet will help you begin your continuation planning. Your agent can also help you work through the continuation planning.

Start Here

☐ **Property Inventory**
Walk through your building and grounds and log any items that you would need to replace if they were damaged. Note type, model number, serial number, quantity, purchase information, and cost to replace new. Take photos and video also. Keep a copy of the inventory off site and give a copy to your insurance agent.

☐ **Insurance Coverage and Length of Contingency Plans**
Talk to your agent about your insurance coverage so you know what would be covered, how much, and what schedule a claim payment would follow. This will help you know how long your contingent plans would need to last during clean up, renovating, or rebuilding.

☐ **Contingency Funding**
Consider how you would pay for ministry continuation efforts. Do you have a contingent fund in you budget? Will you apply for a loan?

Consider

☐ **Consider Your Ministries and Your Options**
For each ministry, think about where you would hold each function, would you need to alter frequency or times for activities, what equipment would you need to rent, how much would it cost to use various venues and equipment, how long would you need to clean up, renovate, or rebuild.

☐ **Some Ministries to Consider**
- Office functions
- Sunday morning services
- Sunday night services
- Wednesday night services
- Youth group activities
- Small group activities
- Day care
- School
- Athletics
- Other

☐ **Planning Grid**
The attached grid can be used as a planning aid. Each ministry has different space and other needs. Your contingency pans for Sunday morning services will be different than your plans for small group activities.

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Ministry	Needs *(Capacity, times, etc.)*	Venue/Location *(Options)*
Sunday morning	2 main services; 240/service; handicap access	Elm Grove school gym

Equipment Needs	Accommodations	Estimated Costs *(Facility modifications, times, etc.)*
250 chairs, 5 tables, podium and riser, microphone and speakers	Can keep current times and both services; no temporary walls needed	Rental $75/hr x 3hrs/Sun. 250 chairs, riser, and 5 tables per school $0 Podium, microphone and speaker rental $100/Sun. Total per Sunday $325

Communication *(For congregation and public)*	Contact Info *(For venues, equipment, etc.)*	

Post on church Web site; post info on sign out front; contact local news outlets for on-air/in-paper mention	Elm School Administrator,
	    Bob Jones, 555.555.5555
	ABC Sound Systems,
	    Susan Doe, 555.555.5555	

Ministry	Needs *(Capacity, times, etc.)*	Venue/Location *(Options)*

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Make additional copies as needed.

Ministry	Needs *(Capacity, times, etc.)*	Venue/Location *(Options)*

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