

OPERATION ORGANIZATION

Take a tour around the church building, starting at your own desk. In the chart below, make notes of the space and of what could be done to improve that area. If you have multiple storage areas, consider if each could have a defined purpose rather than being general storage. After you make an assessment, share it with your pastor or key leaders for additional input. Then make a plan to get more organized.

MINISTRY SPACE	OBSERVATIONS/ DESCRIPTIONS	POSSIBILITIES