

Facilitator Guide: SMART Goal Writing for Ministry Volunteers

Objective:

To help volunteers develop and implement SMART goals that are specific to their ministry roles (e.g., catechists, small group leaders) and foster a sense of ownership and accountability through simple follow-up methods.

Materials Needed:

- Handouts or digital copies of the SMART Goal framework.
 - Pens/pencils and paper for participants.
 - Access to Google Forms (optional) for the End-of-Season Reflection Survey.
 - (Optional) Stickers or bookmarks for Goal Reminders.
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Facilitator Instructions

1. Introduction to SMART Goals (5 minutes)

- **Goal:** Explain the purpose of writing SMART goals and how they help clarify and focus efforts within ministry roles.
- **Talking Points:**
 - Define each part of the SMART acronym (Specific, Measurable, Attainable, Relevant, Time-bound).
 - Emphasize that this will help volunteers align their ministry efforts with the larger vision.

2. Role-Specific Examples (5 minutes)

- **Goal:** Show participants how SMART goals work in different ministry roles.
 - **Examples:**
 - **Catechists:** “By the end of the semester, I will include two new interactive activities in every class to improve student engagement.”
 - **Small Group Leaders:** “Each week, I will ask every group member at least one follow-up question to deepen discussion, starting next meeting.”
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3. Writing Personal SMART Goals (10 minutes)

- **Goal:** Give participants time to reflect and write their own SMART goal.

- **Instructions:**
 - Ask volunteers to think about one area in their ministry where they want to improve.
 - Encourage them to write a goal following the SMART framework.
 - If they need help, refer back to the examples.

4. Peer Accountability Pairs (10 minutes)

- **Goal:** Set up peer support for goal follow-through.
 - **Instructions:**
 - Pair participants with a partner.
 - Instruct them to share their SMART goals with each other.
 - Encourage them to check in with each other once a month (via text or in person) to ask, "How's your goal going?"
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5. End-of-Season Reflection Survey (5 minutes)

- **Goal:** Set up an easy end-of-season reflection process.
- **Instructions:**
 - Let volunteers know they'll receive a brief survey at the end of the ministry season to reflect on their progress.
 - Optional: You can show them a sample question or two (e.g., "How did you progress on your SMART goal?" or "What challenges did you face?").

6. Wrap-Up & Encouragement (5 minutes)

- **Goal:** Encourage participants to view their SMART goal as a tool for growth, not a burden.
- **Instructions:**
 - Reiterate the importance of their role in the ministry's vision.
 - Emphasize the value of small steps and progress toward bigger impact.