



everVine RESOURCE SERIES
CLARITY TOOLS

Weekly Pastor Planning Worksheet

Plan Your Week With Purpose. Lead With
Clarity. Shepherd With Intention

"Commit your work to the Lord, and your plans will be established."
Proverbs 16:3



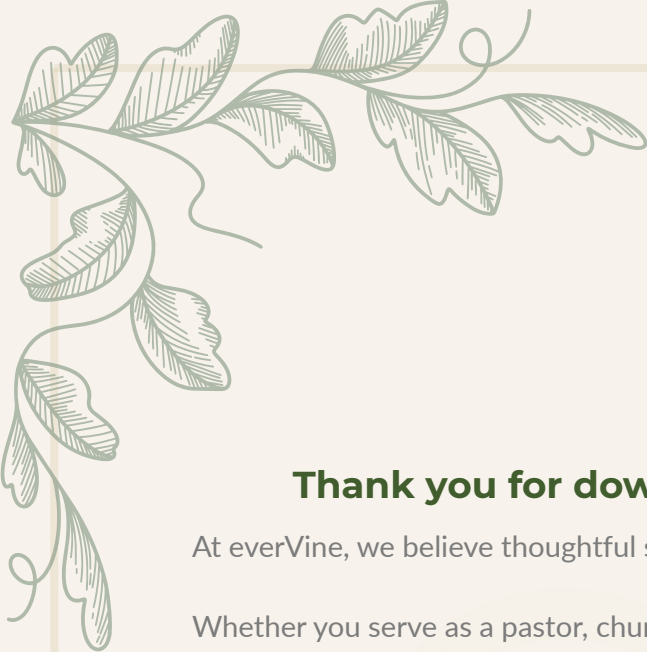
Rooted in Purpose. Grown for Impact.

everVine

Administrative & Operations Support for
Churches and Ministries

evrvine.com

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Thank you for downloading this everVine Clarity Tool.

At everVine, we believe thoughtful systems create space for meaningful ministry.

Whether you serve as a pastor, church administrator, ministry leader, or volunteer, administrative responsibilities can quickly consume the time and energy intended for shepherding people, developing leaders, and advancing your church's mission.

Our hope is that this resource provides practical guidance, encourages thoughtful conversations, and equips your team to make wise decisions with confidence.

Every church is unique, and every ministry has different needs. We hope this resource offers clarity, organization, and a helpful starting point for your next steps.

Our Mission

To create peace through clarity, healthy systems, and thoughtful stewardship, so leaders are free to fully invest in the purpose and gifts God has entrusted to them.

About everVine

everVine partners with churches and ministries to provide administrative, operational, and organizational support that gives leaders more time to focus on people and ministry.

From executive pastor support and church administration to systems, project management, and ministry operations, our goal is simple:

To help churches thrive through thoughtful support behind the scenes.

"Let the favor of the Lord our God be upon us, and establish the work of our hands upon us; yes, establish the work of our hands." Psalm 90:17





Pastor Planning Worksheet

Week of _____

My Prayer for This Week

This Weeks Ministry Priorities

If these three things happen this week, I will consider the week a success.

1.

2.

3.



Sermon Preparation

Message Title

Scripture:

Study Time Scheduled:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

Main takeaway:

People to Shepherd

Who needs intentional care this week?

- ☐ Hospital Visit
- ☐ Counseling
- ☐ Home Visit
- ☐ Encouragement
- ☐ Follow-Up Call
- ☐ Prayer Meeting

Names | Next Step:



Leadership

People I need to invest in | Leader I am intentionally developing this week:

Meetings this week:

Important decisions to make:

Church Operations

Items that need attention:

- ☐ Staff
- ☐ Volunteers
- ☐ Events
- ☐ Facilities
- ☐ Budget
- ☐ Communication
- ☐ Planning Center
- ☐ Administration
- ☐ Website
- ☐ Social Media
- ☐ Guest Follow-up
- ☐ Finances

Notes:

Delegate This Week

Administrative tasks I do not need to handle personally:

- ☐ Email management
- ☐ Calendar scheduling
- ☐ Meeting coordination
- ☐ Event planning
- ☐ Volunteer scheduling
- ☐ Document preparation
- ☐ Research
- ☐ Communication
- ☐ Follow-up

Other: _____

Who can own these? _____

What is keeping me from delegating? _____

My Weekly Schedule

Most Important Appointments

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Personal & Family

Time I'm protecting this week:

- ☐ Family
- ☐ Sabbath
- ☐ Exercise
- ☐ Reading
- ☐ Prayer
- ☐ Date Night
- ☐ Rest
- ☐ Personal Development

Notes:

Looking Ahead

What am I celebrating??

Where did I see God move this week?

What can wait until next week?



Shepherd's Weekly Reminder

God called me to faithfulness, not perfection.

I cannot shepherd well if I neglect my own soul.

Delegation is stewardship.

Healthy churches begin with healthy leaders.

Created by everVine

Helping pastors and ministry leaders create margin through thoughtful administrative support, executive assistance, and organized systems—so they can spend more time leading, discipling, and caring for people.



Need More Margin for Ministry?

Whether you are exploring your options or ready to move forward, we would be honored to help you find the right solution for your ministry.

Schedule a complimentary Discovery Conversation



evrvine.com



info@evrvine.com



Helping churches steward their time, systems, and resources so they can focus on ministry.

Explore More Clarity Tools

Looking for additional practical resources? Explore these free everVine Clarity Tools designed to help churches strengthen their systems, improve organization, and create more margin for ministry.

Download for free:



Pastor Delegation Checklist



Weekly Church Administrator Checklist



Church Operations Health Assessment



Church Administrator Hiring Assessment

Available at:

evrvine.com/clarity-tools

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