



RESOURCE SERIES
CLARITY TOOLS

Ministry Priority Filter

Lead with wisdom.
Serve with intention.
Create healthy margin.

A Practical Leadership Tool for Making Wise Ministry Decisions



*Not every opportunity requires a
“yes.”*

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

Helping churches steward their time, systems, and resources so pastors and ministry leaders have more margin for ministry.

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



WHY THIS MATTERS

Healthy Ministry Requires Intentional Priorities

Every week, ministry leaders are presented with countless opportunities, requests, and responsibilities.



Meeting



Request



Opportunity



Need

Many of these are good opportunities. Some require immediate attention. Others can wait. A few are distractions that quietly pull time and energy away from the work God has called you to do.

Without a thoughtful process, every request begins to feel equally important. Urgent work replaces meaningful work. Long-term ministry planning is pushed aside. Shepherding, prayer, and vision often become the first responsibilities sacrificed to the next interruption.

Healthy ministry requires more than good intentions. It requires wise discernment. Learning to pause, evaluate opportunities, and respond with purpose helps leaders protect both their calling and the health of their ministry.

This resource provides a simple framework to help you evaluate ministry requests, opportunities, and responsibilities before automatically saying "yes."



A MINISTRY REMINDER



Not every good opportunity is your assignment.

Healthy leaders prayerfully evaluate where God is calling them to invest their time, energy, and attention.

CLARITY



STEWARDSHIP



HEALTHY MINISTRY

Put the Filter Into Practice



Use this filter to thoughtfully evaluate every request, opportunity, or responsibility before automatically saying “yes.”



OPPORTUNITY/REQUEST



ASK YOURSELF

1

Does this align with our mission?
Does this support our church’s mission and current ministry priorities?

2

Is this the best use of my time?
Would my time have the greatest impact here?

3

Am I the right person?
Does this require my leadership, or could someone else serve here?

4

Is this urgent or simply important?
Does this require immediate attention, or can it be scheduled?

5

What happens if this waits?
Will waiting create a problem, or simply allow time for a wiser decision?



REFLECTION NOTES

What helped guide this decision?



MY DECISION



YES

This aligns with our mission and current priorities.



NOT RIGHT NOW

The timing is not right.



DELEGATE

Someone else is better equipped to lead this.



DECLINE

This does not align with our priorities.



NEXT STEP



PRAYER PAUSE

Invite God into the decision.
Ask for wisdom, clarity, and peace.

He sees the bigger picture.



Ready to Talk?

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



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

Explore More Church Clarity Tools

You might be surprised how many administrative responsibilities can be handled virtually.

Continue strengthening your ministry with these other Church Clarity Tools:

- Pastor Delegation Checklist
- Weekly Church Administrator Checklist
- Church Operations Health Assessment
- Planning Center Setup Checklist

Available at:

evrvine.com/clarity-tools

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