



Member Congregations of the Interfaith Mission Service

2021 Annual Plan

Date: 2021-05-23

Strategic Planning Committee

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1 Introduction

The purpose of the 2021 IMS Annual Plan is to establish the specific 2021 activities (tactics) that IMS organization will pursue to achieve the long-term goals and objectives defined in the IMS Strategic Plan, published date 2021-03-16. The Annual Plan was approved by the Board of Directors and the IMS Leadership Council.

This document is structured as separate sections for each Ministry Area, the Membership Standing Committee, and Organization as a whole. Each section contains two subsections as follows:

- Charter and objectives from the Strategic Plan
- Annual Plan (This was formerly referred to as the level 2 plan)

An integrated Gantt Chart summary (previously referred to as a level 1 plan) of the major activities is provided in Section 2.

2 Integrated 2021 Schedule – Major Activities

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Community Service (CSMA)	FoodLine Network											
	Service & Unity DB Updates											
Interfaith Cooperation (ICMA)	Interfaith Event Sharing											
						Faith Encounter		Faith Encounter		Faith Encounter		Faith Encounter
									Sept 1-26 Nonviolence Action Week			
Racial Equity (REMA)				Anti-Racism Training for IMS	Practice Discovery Session	Discovery Sessions to BOD and CR	Discovery Session to Congregations				Release REBC to public	
				Develop Discovery Session								
Social Justice (SJMA)	AL ARISE	Women's Conference Planning									Women's Conference	
			Selma Jubilee									
Membership Committee			ACAD Planning								ACAD	
Strategic Planning Committee			Strategic Plan									
			Annual Plan									

3 Community Service Ministry Area (CSMA) Plan

3.1 Community Service Charter

Through the cooperative, faith leaders and lay people come together for community service. The community service ministry area offers hands-on responses to urgent problems of hunger, poverty, and homelessness. IMS seeks to address the causes of poverty, hunger, and homelessness. The annual plan addresses one or more the objectives from the strategic plan:

- Increase number of Service & Unity Database inputs by 20 each year (G6)
- Improve support for Title 1 schools by 5% each year (includes Weekend Backpack Food, Reading and Math Tutoring, providing school supplies, rewards programs, volunteer Room Parents) (G1)
- Increase number of CSMA volunteers to six by 2023 (G9)
- Increase number of FOODline Food Pantry Network volunteers by two each year (G1)
- Increase FOODline Food Pantry Network funding by 15% each year (G1)
- Increase number of young people (under age 30) participating in service activities by 6 each year (G9)

3.2 Community Service 2021 Plan

CSMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
Service & Unity DB	November	(G6) The Service & Unity DB serves as a clearing house of information to share community service activities across the community. Many congregations are sponsoring different types of 'day of service and unity' to bring people together in the service of others. The DB helps share that information with congregations looking for ideas and with community members searching for volunteer opportunities and help.	Jewel Hairston	One hour per month
Volunteers	December	(G1 & G9) Encouraging others to become involved. CSMA will work to encourage volunteers by sharing information about where help is needed and how that help serves others	Jewel Hairston	One hour per month

4 Interfaith Cooperation Ministry Area (ICMA) Plan

4.1 Interfaith Cooperation Charter

Through the cooperative, faith leaders and lay people come together to interfaith cooperation. IMS seeks to promote interfaith pluralism and cultural harmony. The annual plan addresses one or more the objectives from the strategic plan:

- Increase number of ICMA volunteers to six by 2023 (G9)
- Increase participation in “The Discovery Project – Compassionate Huntsville Faith Encounter” by four congregations each year (Note: The Discovery Project integrates pilgrimage and dialogue) (G4)

4.2 Interfaith Cooperation 2021 Plan

ICMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
Recruit 2 ICMA volunteers	NLT December 2021	(G9) ICMA will continue to develop events/programs as it is able to recruit additional volunteers to support the activities.	Karen Fananapazir Ralph Shuey Robert Ferrell	Unknown at this time
Coordinate “Faith Encounter” participating congregations	June August October December	(G4) See the “Faith Encounter” description for details. The goal is to have one ‘faith encounter’ for community members each month which consists of a lunch and learn session, and a tour or worship service. There is flexibility in how congregations may offer the ‘faith encounter’ e.g. the Islamic Center offers “Meet Your Muslim Neighbor” The annual objective is to invite and obtain participation from four faith traditions each year until there is one each month.	Karen Fananapazir Ralph Shuey Robert Ferrell	Estimate: 1 person, 2 hours per month to invite and coordinate with the different faith traditions. Materials: email, newsletter, social media Location: The ‘faith encounter’ occurs at the faith traditions location. No costs to IMS.

5 Racial Equity Ministry Area (REMA) Plan

5.1 Racial Equity Charter

Through the cooperative, faith leaders and lay people come together to address racial equity, individual and systemic racism, anti-racism, and other barriers of discrimination and prejudice that are rooted in the culture. IMS seeks to replace racism in all its forms with a spirit of sisterhood and brotherhood. The annual plan addresses one or more the objectives from the strategic plan:

- Increase number of REMA volunteers to six by 2023 (G9)
- Increase number of congregations involved in REMA by two each year (G3)
- Increase number of anti-racism/racial equity events to four each year (G3)

5.2 Racial Equity 2021 Plan

REMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
Locate Sources	Jan/Feb 2021	Talked with Camille Bennet of Project Say Something to plan possible Anti- Racism training for the IMS board. The proposed training was presented to the IMS board at the 3/4/21 mtg. Talked with a representative of Civic Dinners to determine if the platform and process could help support racial equity trainings. We are planning a virtual trial to understand and experience the process.	Bonita Gill Amy Slamp Doug Seay	
Virtual Civic Dinner	March 2021	Using the free version of the Civic Dinner platform module on Bridging the Racial Divide. The purpose is to test out the process used by CivicDinners.com to see if it would be possible to model for REBC trainings.	Bonita Gill Amy Slamp Doug Seay small target group (6-8 total)	3 hours
Anti-Racism Training for IMS Board and Leadership	April 2021	A 3-hour virtual training provided by Camille Bennet of Project Say Something will be conducted. A flyer for the training is attached.	IMS board members and Ministry Area leaders	\$1,250 fee for training 3-hour time commitment by all board members and ministry area leads
Racial Equity Beloved Community (REBC) "Discovery	April 2021	Using a process modeled from the Civic Dinners, (an extension of the Anti-racism Training) a "discovery session" will be developed that focuses on the racial equity aspects of the Beloved Community. Due	Bonita Gill Amy Slamp Robert Ferrell	10-15 hours work to develop and refine the tools and resources

REMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
<i>Session</i> developed		to cost constraints, we will use the IMS Zoom platform to host the virtual meetings. The content will be developed from existing resources on the Beloved Community and racial equity from a variety of religious and faith communities. Content will also identify various <i>"Calls to Action"</i> . This will involve creating a volunteer workgroup to support all the REMA work and this helps meet goal G9.	IMS representatives of a variety of faiths	2 hours to create, distribute and collect a survey to all IMS congregations 5 hours for connecting with and convening a workgroup
REBC <i>"Discovery Session"</i> tested and refined	May 2021	<i>"Discovery Session"</i> will be tested in 3-4 practice sessions to get feedback on the process and content. These will be conducted to refine the training and improve the process.	Bonita Gill, Amy Slamp and others identified through our CR's. We are hoping that Chuck Vedane can be the point person to identify CR's and others to participate.	5 hours for identifying and connecting with interested CR's Support from Chuck and the membership committee on connecting with congregations to identify interested CR's 3 hours for planning and implementing each training session
REBC <i>"Discovery Session"</i> to IMS LC	June 2021	<i>"Discovery Session"</i> will be held for the IMS board and LC as a follow up to the initial deep training.	IMS board and LC	2-3 hours training for the board
REBC <i>"Discovery Session"</i> to IMS Congregational Representatives	June 2021	The training module/materials will be rolled out to all the CR's in a train-the-trainer model. The goal is to train at least one representative in each participating IMS congregations.	Bonita Gill, Amy Slamp and other identified key CR's	10 hours connecting with CR's in virtual meetings to share resources and training materials Additional time for individual follow-up as needed
REBC <i>"Discovery Session"</i> begin to roll out to congregations through CR's	July – October 2021	The CR's commit to 1-2 <i>"Discovery Session"</i> with members of their local congregations. They will conduct the <i>"Discovery Session"</i> themselves with support from the REMA team. This will help meet goal G3.	All trained CR's and anyone else who the CR's get to support them with their congregations	3 hours for each training session offered by each CR. Total time will depend on the number of training sessions offered.
CR's provide feedback to REMA	July – October	As the sessions are conducted by CR's they will provide feedback to the REMA team so that the module can be refined and improved as	All those individuals who conduct the	Total time will depend on the number of training sessions

REMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
on trainings	2021	needed.	training sessions.	offered by CR's
REBC trainings released to the public	November 2021	The finalized training module will be posted on the IMS website in the Racial Equity area. We hope to engage other groups and congregations outside the current IMS members, and this will help us meet goal G3.	Bonita Gill, Amy Slamp	

6 Social Justice Ministry Area (SJMA) Plan

6.1 Social Justice Charter

- Increase number of SJMA volunteers to four by 2023
- Increase number of congregations with an active involvement in one or more social justice topic by three each year
- Increase number of coordinating partnerships with other social justice organizations by two each year
- Increase number of social justice congregation partnerships by one each year
- Increase number of available JustFaith curriculums by one each year

6.2 Social Justice 2021 Plan

SJMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
Data Gathering	Jan/Feb 2021	Attended Alabama Arise Zoom meetings to learn more about the Justice issues in Alabama. Also attended the strategic meetings with other ministry areas at IMS Attended "Seeing the Face of God" workshop put on the Episcopal Diocese	Patricia Smith June Wilson	Total Hours 28
Data Gathering and Women's Workshop planning	March 2021	Attended the Selma "Bloody Sunday" Jubilee – Patricia Met to discuss Women's conference Episcopal Book Club – 400 Souls	Patricia Smith June Wilson Anna Blair	Total Hours: 26
Women's Workshop planning Data collection	April 2021	Meeting with Trinity Missions Committee_ Doug and Patricia – April 5, 2021. Ensure funding and see about Event venues- How Trinity can contribute to IMS in other ways. Women's Workshop planning – Plan structure- Covid Crisis impact on Women -4 potential areas-Health-Opioid Crisis, Education, Economic, Physical and Emotional Abuse Max of 2 hours Zoom Conference Patricia met with Trinity UMW Representatives – engage Social Justice chair of UMW- Found that the UMW Mission University would be holding a Zoom conference in July and the IMS Social Justice Committee felt that it was best to move the IMS Women's conference	Patricia Smith June Wilson Anna Blair Doug Seay Karen Rudiger	Total hours 56

SJMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
		to late Oct or Early November so as to not compete with theirs		
Women's Workshop planning Data collection	May 2021	Women Workshop planning secure speakers and venue. Plan advertising campaign. Contact others to help	Patricia Smith June Wilson Anna Blair Karen Rudiger Sara Dunn	Total hours 75
Women's Workshop planning Data collection	June 2021	Continue working on the Women's Workshop- meeting with Technical crew- Scripts written. Also formulate questions for the panelists / presenters.	Patricia Smith June Wilson Anna Blair Karen Rudiger Sara Dunn	Total hours 100
Women's Workshop	July 2021	Scripts written. Also formulate questions for the panelists / presenters.	Patricia Smith June Wilson Anna Blair Karen Rudiger Sara Dunn	Total Hours 100
Women's Workshop	Aug 2021	Finish details of Women's Conference	Patricia Smith June Wilson Anna Blair Karen Rudiger Sara Dunn	100 hours At some point we will need potentially \$800 for the Women's Conference Technical costs
IMS Celebration	Sept 2021	Continues to work on Scripts Help with IMS Celebration	Patricia Smith June Wilson Anna Blair Karen Rudiger Sara Dunn	100 hours
Women's Conference	Oct 2021	Finalize All aspects of Women's workshop	Patricia Smith June Wilson Anna Blair Karen Rudiger	100 hours

SJMA Activity	Target Month	Description	Persons Involved	Estimated Resources*
		Hold Workshop either Oct 30 or Nov 6,2021 Both are Saturday's	Sara Dunn	
Evaluate 2021 And begin planning for 2022	November 2021	Begin to evaluate 2021 results Beginning planning for 2022	Patricia Smith June Wilson Anna Blair Karen Rudiger Sara Dunn	50 hours

7 Membership Standing Committee (MSC) Plan

7.1 Membership Charter

Through the cooperative, faith leaders and lay people come together for community service. The membership committee's responsibility is to recruit and nurture members. The annual plan addresses one or more the objectives from the strategic plan:

- Improve span, speed, and accuracy of communications (**G9**)
- Increase congregational membership, including leadership, by three each year (**G9**)
- Increase number of IMS conferences (e.g. ACAD) to three by 2023 quarter 4 (**G7**)

7.2 Membership 2021 Plan

MSC Activity	Target Month	Description	Persons Involved	Estimated Resources*
(G7) Organize Annual Celebration & Awards Dinner (ACAD)	March June March April Sept	1. Form ACAD team 2. Generate theme & keynote feature (speaker, panel, other) 3. Select venue 4. Follow the ACAD Planning Manual 5. Annual Dinner	Chuck Vedane	
(G9) Provide our membership with an understanding of the future challenges to the faith community	April April April June June	1. Prepare a prospectus on the Future Challenges Project 2. Obtain approval of the BoD 3. Form a team of subject matter specialists to identify the moral & ethical challenges 4. Acquire tools for use within the member congregations to aid the age groups to appreciate the moral & ethical issues 5-Schedule sessions within the member congregations	Chuck Vedane	
(G7) IMS Interfaith Sacred Poetry Competition		Need more info to generate a SMART objective		
Increase the participation of youth	April May	1. Add this inquiry to the congregation visit form 2. Formulate a viable response to the information gained during the member visits and recommend incorporation in the annual plan	Chuck Vedane	

MSC Activity	Target Month	Description	Persons Involved	Estimated Resources*
	June	3. Begin implementing the plan		
(G9) Generate a Congregation Profile DB	May May June June	1. Define the DB requirements; content and functionality 2. Create the DB 3. Gather the information from the congregations and load the DB 4. Orient and train the users	Chuck Vedane	
Define how to measure outreach growth within the member congregations	March April May June June	1. Define outreach components 2. Define the features of the outreach components that can be measured as outputs and outcomes using the United Way definitions 3. Define growth on a scale of 0 to 5 4. Generate a tool to be used by the member congregations 5. Test the tool using at least 5 diverse (faith traditions, size, race, other) congregations.	Chuck Vedane	

8 IMS Organizational Plan

8.1 IMS Organizational Charter

Through the cooperative, faith leaders and lay people come together to interfaith cooperation. IMS seeks to promote interfaith pluralism and cultural harmony. The annual plan addresses one or more the objectives from the strategic plan:

- Improve span, speed, and accuracy of communications (**G9**)
- Improve accounting of needed and available resources to accomplish objectives (**All**)
- Increase funding for operations and programs by 10% each year (**G7**)
- Increase number of volunteers by four each year (**G9**)
- Increase congregational membership, including leadership, by three each year (**G9**)
- Increase number of IMS leaders in age group 18 to 35 by two each year (**G9**)
- Increase number of IMS conferences (e.g. ACAD) to three by 2023 quarter 4 (**G7**)
- Improve application of nonviolence with one or more events each year (**G5**)
- Reimagine the IMS vision and mission to align with strategic planning best practices, current interfaith resources, and a post COVID world (**All**)

8.2 IMS Organizational 2021 Plan

Operations Activity	Target Month	Description	Persons Involved	Estimated Resources*
Standardize IMS Document Format	April	Created standard IMS document template	Strategic Planning, Support Services	
Updated Strategic Plan	April	Revised and update, using new document template	Strategic Planning, Support Services	
Membership List Cleanup	April	Validate and update membership list against email list	Barry Meyer	
Document Management	June/July	Collect and organize IMS documents on Google Drive. Define folder structure and permissions. Define IMS document management process.	Ted Briggs, Barry Meyer, Robert Ferrell	
Operations Manual	June	Revise and update, combine with Handbooks, using new document template	Support Services, Governance	
Action Item List	July	Create action item tracking list	Support Services	

Operations Activity	Target Month	Description	Persons Involved	Estimated Resources*
Membership List Database	August	Structure membership list into a database for ease of maintenance and consistency.	Ted Briggs, Barry Meyer, Robert Ferrell	
At-large BOD Members	April - August	Increase the number of at-large Board of Director's members to broaden IMS community representation.	Aladin Beshir	

Revision History

Date	Description
2021-02-03	Submitted for LC Approval