



#### SESSION 4

#### Glossary of Key Terms used in Session 4

The following terms are associated with Session 4 of Tending the Vineyard’s educational sessions for strategic property planning.

TERM	DEFINITION
<i>Communications plan and strategy</i>	A written document that articulates a religious institute’s communications needs related to strategic property planning and spells out a plan for addressing those needs
<i>Detailed strategic property planning process description</i>	A detailed written depiction of a religious institute’s strategic property planning process that, among other items, describes phases, major activities, roles and responsibilities, a plan for member engagement and a planning timetable
<i>Meeting summary</i>	A written account of the most important outcomes, decisions, tasks and assignments from planning team or committee meeting, including a summary of the rationale for major decisions and outcomes
<i>Member engagement</i>	A conscious effort to educate, inform and provide resources to enable membership of a religious institute to engage substantively in a strategic property planning process
<i>Milestone</i>	A definitive step along the way to completion of a religious institute’s goals for a strategic property planning process
<i>Phase</i>	A discrete set of related tasks and activities bundled together and completed within the same specified time period as part of a strategic property planning process
<i>Progress report</i>	A periodic written summary of strategic property planning activities, accomplishments, issues and status used to help a religious institute manage a strategic property planning process
<i>Project</i>	A temporary and time-limited undertaking or endeavor, such as a strategic property planning process, that has a defined beginning, middle and end





# TENDING THE VINEYARD

## Stewardship of Religious Property

### *Educational Sessions for Strategic Property Planning*

TERM	DEFINITION
<i>Project management</i>	The discipline of planning, organizing, managing and leading to achieve specifically defined project goals
<i>Project timetable</i>	The schedule of phases, activities and milestones that relate to the completion of a religious institute's strategic property planning process
<i>Scenario</i>	A hypothetical sequence of events, developments or decisions a religious institute develops as part of its strategic property planning process that describes a desirable future state
<i>Scope "creep"</i>	An unforeseen, incremental and unintentional expansion of the scope of a religious institute's strategic property planning process
<i>Stakeholder</i>	An individual, group or entity that has a stake in a religious institute's strategic planning process and will ultimately be directly impacted by it

