Fieldwork Activity Log calculator

You should describe each acitiviy in good detail using complete sentences. **You should only list activities of your fieldwork** and not time you spend on forms such as this activity log and any other forms. **This logsheet is meant to document the hours you spent working with the organization.** You should only enter number values in the Hour's column. This column is automatically computed at the bottom of the spreadsheet. You must be realistic with your time. The more hours you enter for an activity, the more description needed. **You should not have an entry of over 4 hours without breaking it into smaller activities**. You should NOT end on an exact number of hours for your total. If you enroll for 3 credit hours, your total should be in excess of 75 hours, which is the minimum. Please enter one activity per row. The description of actvities column will automatically word-wrap.

Student's Name: Nikki Hardin

Credit Hours Enrolled: 3

If you run out of rows, you can insert more rows OR create a new file from the template with the first entry being the value in the total hours listed at the bottom of this spreadsheet.

Minimum contact hours: 75

Date	Description of Activities	Hours
1/11	I met with Eran Poole (Executive Administrator), Sandilyn Patten (Director of Ministries), and Pastor Timothy Findley, Jr. (Senior Pastor) via Zoom to brainstrom and assess the church's needs. We determined that a Ministry Leader Handbook would be valuable for both current and new leaders. I will produce a handbook that will serve as a resource for all leaders, providing essential policies, guidelines, and best practices for effectively leading ministries within the church. We also decided on what important information should be included in the manual.	2
1/13	I began a written needs assessment. I worked on the following areas: project name, key stakeholders, specific problem statement, purpose of needs assessment, scope of needs assessment)	3
1/14	I contuined more work on the needs assessment (data collection methods, target population, current situation)	2
1/17	I worked on the needs assessment (priority, timeline, data collection interview questions)	2
1/22	Started on creating a workfield contract	2
1/25	Completed the workfield contract	2
1/28	Meet with my supervisor to discuss the contract, make adjustments and to get approval (signature)	1
1/31	Finished th written needs assessment (potential solutions/recommendations, evaluation plan)	2
2/1	I begin to brainstorm and develop sections for the Ministry Leader handbook. Under each section I listed what specific items should be addressed.	2
2/4	I meet with Eran Poole and Sandilyn Patten in person to present my idea for the manual for approval and to discuss interviewing ministry leaders	2
2/5	I obtained access to documents and files that I will need to access the information for the manual.Reviewed existing documents, current ministry handbook, training materials, policies, and procedures.	2
2/6	I started on online filing system (google drive) so that I can organize and file documents in approprate folders. This will help me to identify and easily access the documents with information I need for the manual. This fiiing system will also help the church to easily find what they need.	2
2/8	Interviewed 3 ministy leaders at the in person monthly leadership meeting	3
2/10	Interviewed 2 ministry leaders via zoom	2
2/10	Worked on the following sections of the handbook: the purpose, the mission, the vision , the culture, minstry origanization, exepectation of ministry participants	3
2/12	Interviewed 1 minstry leaders via zoom	1
2/13	Analyzed the data collected in interviews and document review. Identified key themes, trends, and gaps.	2
2/14	Compliled the finding of the data from the interviews	2
2/17	Meet with my supervisor and the director of ministries to discuss the findings of the interviews and to discuss the needs assessment I completed.	2
2/18	Worked on the following sections of the handbook: Quatlites of a leader, characteristcs of a chrisian leaders, understanding the purposeof your ministry, ministry leadreship tenure, evaluations, accountablity	4
2/19	Meet with supervisor to show her what I've completed so far with the ministry manual and to get her to fill out the midterm evaluation form	1
2/21	I worked on the following sections of the handbook: Welcoming new ministry members, importance of discipleship,minstry manuals, ministry member withdrawal and handling minstry rosters	4
2/25	I met wiht the Director of Event Planning to discuss protocals and to obtain any information tthat would be useful as a prepare for the Event Planning section of the handbook	2
2/28	I worked on the following sections of the handbook: Event Planning, requesting meeting space, funding your event, marketing your event, and after action reporting	4
3/5	I worked on the ministry leader code of conduction section which included the following: Dress code guidelines, ministry confidentiality, social media and use of church property and equipment	3
3/10	I met the the executive team during their weekly staff meeting to complet a feedback assessment on the draft of the handbook	2
3/12	I contuied working on the code of conduction section and added the following sections: computer usage and use of church logo and name	2
3/15	I continued more work on the code of conductio section and added the follwoing sections: storing ministry items, and conflict resolution	2

3/17	I had a phone call with the HR manager to discuss what should be included in the manual regarding incident reporting	1
3/20	I worked on the following sections of the handbook: Ministry care and incdient/accident reporting	3
3/22	I worked on editing the handbook by looking for typos misspelling and grammatical errors	2
3/24	I continued working on editing the handbook	2
3/31	I met with the exective team and provided the final handbook	2
4/3	I made changes as requesting from the meeting with the executive team. I updated the following sections: Minstry Health and Accountablity, Leadding your Ministry, and Ministry Code of Conduct	3
4/5	I developed a training plan and scheduled a training with the minstry leaers for at their monthly leadreship meeting scheduled on April 12 at 11:00AM	2
4/7	I met with Eran Poole to approve the training plan	1
4/12	I completed training with the ministry leaders regarding the ministry handbook and gathered feedback from the leaders	2
	TOTAL HOURS	**81**
	Hours Left	**-6**