



Delegation Planner for Pastors

Delegation isn't about doing less ministry—it's about making ministry sustainable. Use this planner to decide which tasks to keep, which to delegate in-house, and which to best handle with a Virtual Administrative Assistant (VAA). The goal is clarity, not perfection. Start small, stay consistent, and protect your time for what matters most.

Task or Responsibility	Currently Done By Staff/Volunteer	Should Stay In-House	Outsource to Virtual Admin	Priority Level (High/Med/Low)
Email Management & Scheduling	Pastor/Staff/Volunteer			
Event Coordination	Pastor/Staff/Volunteer			
Bulletins, Slides, Communications	Pastor/Staff/Volunteer			
Budget Tracking & Receipts	Pastor/Staff/Volunteer			
Follow-Ups & Reminders	Pastor/Staff/Volunteer			
Volunteer Scheduling	Pastor/Staff/Volunteer			
Social Media Posts	Pastor/Staff/Volunteer			
Website Updates	Pastor/Staff/Volunteer			
File & Document Organization	Pastor/Staff/Volunteer			
Other (Add Your Own)	Pastor/Staff/Volunteer			

Reflection Questions:

1. What are the top three tasks that drain the most time or energy each week?
2. Which tasks could someone else do at 80–90% as well as you?
3. What could a Virtual Admin Assistant take on to free your time for relationships and leadership?
4. What's one small step you can take this week to delegate more effectively?

Virtual Executive Pastor helps churches build systems, delegate strategically, and implement Virtual Administrative Support— so pastors can lead with clarity, structure, and momentum.

Learn more at: virtualexecutivepastor.com

Clarity. Structure. Momentum.