

# Leader Care Plan Template

Aligned with ECFA's Excellence in Leader Care Accreditation Standard

This template is designed to help your board and senior leader collaboratively develop an annual care plan that satisfies ECFA's new Leader Care accreditation standard (effective January 1, 2027). Complete it together, approve it at a board meeting, and record approval in your minutes.

**How to use this template:** Work through each section with your senior leader. Not every element will apply every year. The plan should reflect the leader's unique needs and current season. ECFA is intentionally non-prescriptive — adapt this framework to fit your context.

## Organization Information

Organization Name:	_____
Senior Leader Name:	_____
Senior Leader Title:	_____
Plan Period:	From: _____ To: _____
Board Chair / Committee Chair:	_____
Date Plan Developed:	_____

## The Standard

*"Every organization's board and senior leader shall work together to develop a care plan for the senior leader. The plan shall be approved annually by the board to demonstrate the organization's commitment to caring proactively for the leader's well-being and integrity."*

— ECFA Excellence in Leader Care Standard, adopted October 2025

## 1. Spiritual Health

*ECFA encourages leaders to spend consistent time in the Word with prayer and reflection, maintain regular time in worship, and fellowship with other believers.*

Practice / Commitment	Frequency	Accountability
Personal time in Scripture and prayer		
Regular worship attendance		
Fellowship with other believers		
Spiritual direction or mentoring relationship		
Retreat / extended time with God		
Other: _____		

Notes: \_\_\_\_\_

## 2. Emotional & Relational Health

*ECFA suggests leaders maintain healthy, supportive personal relationships outside the organization and build relationships with trusted spiritual leaders who can serve as mentors or counselors.*

Practice / Commitment	Frequency	Accountability
Peer group or peer learning community		
Trusted mentor/counselor outside the organization		
Professional counseling / coaching		
Healthy friendships outside of work		
Intentional time with spouse / family		
Other: _____		

Notes: \_\_\_\_\_

## 3. Physical Health & Rest

*ECFA suggests annual physical health examinations, appropriate weekly time off, regular vacation with minimal work interruptions, and reasonable work and travel schedules.*

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Practice / Commitment	Frequency / Details	Status
Annual physical examination	Date: _____	
Weekly day of rest / Sabbath		
Vacation days planned this year	Days: _____	
Work schedule boundaries	Hours: _____	
Travel expectations / limits		
Exercise / fitness routine		
Other: _____		

## 4. Board Commitments

ECFA believes that regular prayer by the board for the senior leader should be a central element of any plan. The board also bears responsibility to create conditions that support the leader's flourishing.

Board Commitment	Frequency / Details
Regular prayer for the senior leader and family	
Annual care plan conversation with the leader	
Funding for professional development / peer groups	Budget: \$ _____
Sabbatical policy (if applicable)	
Regular check-in on leader well-being	
Approved time away for retreat / rest	
Other: _____	

## 5. Key Goals for This Year

What are the 2-3 most important areas of focus for the leader's care this year?

### Goal 1:

\_\_\_\_\_

How will we measure progress? \_\_\_\_\_

### Goal 2:

\_\_\_\_\_

How will we measure progress? \_\_\_\_\_

### Goal 3:

\_\_\_\_\_

How will we measure progress? \_\_\_\_\_

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## Board Approval

This care plan was collaboratively developed by the senior leader and the board (or board-approved committee). It has been reviewed, discussed, and approved as documented below. This approval is to be recorded in the board or committee meeting minutes per ECFA's Excellence in Leader Care standard.

Senior Leader Signature \_\_\_\_\_

Date \_\_\_\_\_

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Board Chair / Committee Chair Signature

Date

Board Meeting Date: \_\_\_\_\_ Motion / Resolution #: \_\_\_\_\_

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**Looking for peer community as part of your care plan?**

In Good Company is a curated peer learning community for senior leaders in nonprofit, ministry, and marketplace organizations. Monthly cohorts of 10-12 leaders. Facilitated by Liz Johnson.

**Learn more: [ingoodcompanygroups.com](https://ingoodcompanygroups.com) | Email: [liz@johnsonstrategypartners.com](mailto:liz@johnsonstrategypartners.com)**