



The planning group

Roles and responsibilities

Introduction

This document sets out the main roles and responsibilities for members of the planning group. The group should be at least large enough to manage the key tasks of the programme as outlined below. Additional members will help manage the workload but the group should be small enough to gel together. For example, within the Interaction section someone might have specific responsibility for organising [small groups](#) and another if [parish visiting](#) is planned. Within the Preaching section someone else might take specific responsibility for [children's work](#).

Preaching

The preaching co-ordinator needs to prepare the preaching programme. This will involve consultation with Shared Ministry Teams, Readers, worship leaders, youth and children's ministry leaders and, of course, clergy if they are not part of the planning group.

- Explore the four preaching tracks: [Matthew](#), the all age [Exodus](#) option, [Luke's Gospel](#) or [2 Corinthians](#). Which one feels most suitable for the Principal service? Could another track be appropriate for a second service if there is one?
- Will [children](#) and/or [young people](#) be included in Giving in Grace? Who will you talk to in order to get consensus about this?
- How will [Harvest Festival](#) fit into an autumn programme?

Prayer

The prayer co-ordinator needs to be a prayerful person who reviews the prayer options and makes recommendations on liturgy, patterns of prayer,

and intercessions.

- Explore the [liturgical resources](#) that can enhance Sunday and midweek worship
- How can the church pray for Giving in Grace? Are there existing prayer groups? Could prayer partners or triplets be encouraged? Will a prayer diary or card help individuals to pray?

Interaction

The Interaction co-ordinator is responsible for exploring activities that give opportunities for people to talk and discuss the issues raised by Giving in Grace. He or she will need to be a person who can encourage others to get involved with people. Potentially Interaction is a very busy role and the co-ordinator may need to bring in additional help depending on which options are chosen. But in the early days of the planning group concentrate on exploring the options and deciding which are most appropriate for the church. There three key areas:

- Explore the [small group](#) resources on the website suitable for house or cell groups. If this option is chosen the interaction co-ordinator is responsible for briefing existing leaders and/or identifying and recruiting new leaders. A training/orientation evening to familiarise small group leaders with the study material is highly advisable.
- [Parish visiting](#) should be considered as complementary to or as an alternative to house groups. The Interaction co-ordinator is responsible for pulling together a visiting team, arranging some [training](#) and ensuring efficient administration.



- A [financial presentation](#) may form part of the preaching series and will need to be co-ordinated with the preaching programme.
- In some parishes [social events](#) will be the backdrop for a presentation of the case statement, the distribution of literature and the request for a response.

Leadership

This leadership co-ordinator has a crucial role in chairing the planning group and liaising with the clergy. The chair is ideally a lay person's responsibility. Providing support to planning group members and leading by example are vital.

- Become familiar with the key principles of Giving in Grace: [theology](#), [differentiation](#), and [leadership](#).
- Understand the foundational role of the [case statement](#) and the process of preparing it and bringing it to the PCC and engaging in consultation with the leadership. The leadership co-ordinator should lead the PCC meeting on Giving in Grace.
- Use the agendas from the [timetable section](#) to structure planning group meetings and ensuring that papers are ready and agreed action is followed through using the preparation and planning checklists.

Communication

This communication co-ordinator is responsible for the database of church members to be approached in the programme and for written communication to church members. The key tasks are:

- [Building the database](#) and leading the team on the importance of differentiation into core, congregation and fringe

- The preparation of literature as part of a [communication strategy](#). Literature includes a brochure, letters and response forms. Prior to the programme magazine articles or newsletters may be prepared.
- It is also useful to have an over view of the importance of an effective post programme [Follow Up strategy](#). The actual work on this is a later task for the communications co-ordinator.

The treasurer's role

In many, perhaps most churches the treasurer will be a member of the planning group. They have a significant leadership role and specialist skills. However, it may be that a group member takes responsibility for the financial aspects of the programme while working closely with the church treasurer. Early treasurer tasks are focused on completion of the financial elements in the case statement and set out in summary form on the financial analysis web page. Tasks include:

- an [analysis of weekly giving](#) patterns in the church
- an analysis of the use of and status of [parish reserves](#) producing a simple parish plan (or budget) in Section 2a and 2b of the case statement

This financial detail will be used by the planning group to construct a [gift array](#) as part of the case statement. This and other financial details will later be used in the brochure which will go to church members and in any financial presentations that may be shared with the congregation.

