



## Planning Group Agenda

### Fifth Planning Group Meeting

- 1 **Opening prayer.**
- 2 **Case Statement:** agree final document.
- 3 **Follow up:** consider the elements of a communication follow up strategy.
  - a) Thank you letters.
  - b) Writing non response letters.
  - c) Handling requests for information.
- 4 **Programme design:**  
*Each member outlines progress and issues from their section.*
  - **Prayer:**  
Review patterns of prayer and liturgy for programme.
  - **Preaching and teaching:**  
Review preaching and worship programme (including liturgy), especially in regard to different congregations, any hospitality following services and arrangements for returning responses. Confirm arrangements for children and young people.
  - **Communication and database:**
    - a) Review literature distribution and administration arrangements.
    - b) Finalise financial content of brochure.
    - c) Programme publicity agreed.
    - d) Update the database for any departures and new arrivals.
  - **Interaction:**
    - a) Confirm arrangements for any planned parish visiting. Packs for visitors compiled.
    - b) Confirm arrangements for any planned small groups.
    - c) Review arrangements for any planned social event(s).
  - **Leadership:**
    - a) Arrangements for Planning Group's own responses, any testimonies, etc.
    - b) Briefly discuss any expected issues around forthcoming PCC/DCC discussion of the Leadership paper.
  - **Treasurer:**
    - a) Finalise the parish plan (budget) and financial challenges in the case statement.
    - b) Review oral/visual presentation material and arrangements.
- 5 **Go through the planning checklist.**
- 6 **Go through the additional programme checklist** which will assist in finalising the arrangements.
- 7 **Confirm date, time and venue of next meeting.**
- 8 **Closing prayer**