



Planning Group Agenda

Sixth Planning Group Meeting

- 1 **Opening prayer.**
- 2 **Programme design and necessary action:**
 - **Prayer:** distribution of resources for prayer.
 - **Preaching and teaching:** arrangements for all services.
 - a) Rehearsals of any all age and audio visual presentations in services organised, or completed.
 - b) Finalise arrangements for children and young people.
 - **Communication and database:**
 - a) Arrangements for signing and distribution of letters.
 - b) Do final check of database.
 - c) Review of follow up strategy arrangements.
 - **Interaction:**
 - a) Confirm visitor training or briefing evening held. Packs for visitors and lists of people to be visited given out.
 - b) Arrangements for small group teaching finalised and invitations issued.
 - c) Any social events finalised.
 - **Leadership:**
 - a) PCC/DCC members responses received.
 - b) Planning Group's own responses received.
 - c) Any follow up needed.
 - **Treasurer:**
 - a) Response to date - from PCC/DCC and Planning Group, or from early programme.
 - b) Check oral/visual presentations content completed.
- 3 **Go through the planning checklist** for the last time.
- 4 **Go through the programme checklist** and review the details for running the programme (if time permits).
- 5 **Set date, time and venue of pre programme meeting.**
- 6 **Closing prayer**