



## Planning Group Agenda

### Planning Checklist

Action	Held over	Timing	Person Responsible	Completed/ Confirmed
		Meeting 1		
Discuss theology discussion paper.				
Agree a draft timetable for preaching including thanksgiving service.				
Explore the Key Principles of the Case Statement and Leadership.				
Agree allocation of Planning Group roles and responsibilities.				
Treasurer to complete financial analysis and prepare draft Parish Plan.				
Agree dates and times of all Planning Group meetings and both PCC/DCC meetings.				
All Planning Group members to access web site/CD ROM and research resources in their area of responsibility.				
		Meeting 2		
Review and develop draft Case statement and complete sections 1, 2 and 3.				
Explore the Key Principle of Differentiation.				
Agree outline definitions of core, congregational and fringe.				
Create a draft database differentiated into these categories.				
Review literature elements.				
Establish prayer support.				
Make special arrangements for prayer e.g. prayer cards/events.				
		Meeting 3		
Choose options for preaching arrangements including preaching track(s).				
Agree children and young people involvement and make arrangements for discussion meetings with leaders.				
Organise invitations for any visiting preachers, if appropriate.				
Review draft database with differentiation.				
Agree magazine articles or newsletters including timing and responsibility.				
<i>Decide strategy for interaction:</i>				
Agree any use of existing groups and establish coordination and presentation.				
Agree whether to have parish visiting as part of the programme. Note: all programmes should have follow up visiting.				
Identify potential leaders if you are having new small groups, visitors, etc. and approach potential visitors. Arrange a briefing/training event if necessary.				
Agree any social events and coordinators to make arrangements.				
Complete sections 4 and 5 of the case statement.				
Prepare for PCC/DCC meeting and allocate lead roles.				
Agree consultation approach.				

**Planning Checklist** (continued)

Action	Held over	Timing	Person Responsible	Completed/ Confirmed
		<b>Meeting 4</b>		
Modify draft case statement following PCC/DCC meeting and consultations.				
Agree outline of letters to core, congregation and fringe.				
Agree brochures, response forms, magazine articles and newsletters.				
<i>Programme progress updates:</i>				
Preaching and teaching.				
Prayer.				
Interaction.				
Leadership.				
		<b>Meeting 5</b>		
Agree final version of case statement.				
Agree follow up strategy.				
Prayer and liturgy patterns agreed.				
Preaching programme in place.				
Arrangements for all services in place, including any special hospitality e.g. coffee and cakes after services.				
Arrangements for presentations including equipment, etc.				
Any testimonies agreed from Planning Group or PCC members.				
Arrangements for young people and children in place.				
Letters, brochures, publicity and distribution/differentiation agreed.				
Database up to date.				
Briefing/training session for visitors arranged.				
Potential visitors approached.				
Visitor packs compiled and those to be visited identified.				
Arrangements for any new groups in hand				
Arrangements for existing small groups in place.				
Briefing sessions for leaders arranged.				
Social events arranged.				
Planning group's own response arranged.				
PCC to discuss leadership – arrangements confirmed.				
PCC/DCC approached re personal response.				
Parish plan for following year reviewed.				
Financial presentation arrangements completed.				
		<b>Meeting 6</b>		
Prayer resources to Planning Group and PCC/DCC distributed.				
Arrangements for children/young people in place.				
Rehearsals of all age and/or audio visual presentations completed.				
Children and young people material complete.				
All literature ready for distribution; letters, etc.				
Follow up arrangements in place.				
Visitor training completed.				
Groups arranged and invitations/publicity issued.				
Socials final arrangements complete and publicity ready.				
Review of response to date and any follow up needed of PCC/DCC members that have not responded.				
Parish plan and presentation agreed.				
<b>Pray</b>				
<b>Run programme</b>				