



Planning Group Agenda

Post Programme Checklist

Action	Held over	Person Responsible	Completed/Confirmed
Thank you letters: To respondents To those who helped Visitors Group hosts / leaders Children's leaders Social organizers			
Follow up: of non respondents gift aid standing order giving envelope requests			
Review of services			
Review of arrangements for prayer			
Review of financial information and literature			
Review of visiting; any follow up needed			
Review of Groups; especially any requests to continue			
Review of Children and Young People work			
Non respondents by Core Congregation Fringe			
Undertake initial evaluation, share with PCC/DCC			
Review budget and priorities for next year with PCC/DCC			
Agree programme follow up with PCC/DCC			
Share last three items with core, congregation and fringe within services/articles/newsletters as appropriate			