



## Planning Group Agenda

### Evaluation Meeting

- 1 **Opening prayer.**
- 2 **Review financial impact of programme** using the post programme checklist and the evaluation form. Consider:
  - Responses by category.
  - Additional gift aid declarations.
  - Additional standing orders / giving envelopes.
  - Increased giving by category,
    - Core
    - Congregation
    - Fringe
- 3 **Do an initial evaluation** based on how far you have achieved the aims and objectives of the case statement. Make plans to discuss this with the church leadership (PCC/DCC).
- 4 **Review feedback** from group leaders, visitors, small group hosts, children and young people's leaders.
- 5 **Review non respondents** by category:
  - Core.
  - Congregation.
  - Fringe.
- 6 **Review budget and priorities for next year** within the case statement framework. The leadership team should consider how best to share information on programme impact, follow up, church priorities and budget for the following year, with the congregation.
- 7 **Set a date for a follow up meeting** in around three months time. Giving in Grace will raise giving issues that the church must address. For guidance on how this can be done see the Annual Review section of this web site.
- 8 **Give thanks in closing prayer**