



## Planning Group Agenda

### Post Programme Planning Group Meeting

- 1 **Opening prayer.**
- 2 **Follow up strategy:**
  - Thank you letters sent to respondents.
  - Non respondents identified and written to.
  - Courtesy thank you letters to visiting preachers, small group hosts, children's and youth leaders, etc. asking for feedback on the programme.
  - Follow up of requests for visits in regard to gift aid, standing orders, giving envelopes, etc.
  - Follow up of any pastoral issues arising during the programme.
- 3 **Programme members share initial review of programme:**
  - Prayer.
  - Services.
  - Literature.
  - Visiting.
  - Groups.
  - Socials.
  - Leadership.
- 4 **Review initial financial impact of programme:**
  - Pledges.
  - Verified increases in giving.
  - Additional gift aid declarations.
  - Additional standing orders / giving envelopes.
  - Number of non respondents by category:
    - Core
    - Congregation
    - Fringe
- 5 **Go through the post programme checklist.**
- 6 **Set date, time and venue of programme evaluation meeting.**
- 7 **Closing prayer**