



Planning Group Agenda

Pre Programme Planning Group Meeting

- 1 **Opening prayer.**
- 2 **Review programme taking necessary action:**
Review ongoing arrangements and resolve any remaining problems - each member leads their section:
 - **Prayer:** intercessions and intercessors organised.
 - **Preaching and teaching:** programme finalised and arrangements for services completed, including those for children and young people.
 - **Communication and database:** literature printed, letters signed and methods of distribution confirmed.
 - **Interaction:**
 - Groups - organised, invitations sent.
 - Visiting - visitor training complete, visits scheduled.
 - Social events - organisation completed.
 - **Leadership:** arrange to attend PCC/DCC after the programme to discuss evaluation, the financial impact and taking the next steps.
- 3 **Follow up strategy:**
 - Thank you letter - content finalised.
 - Follow up of non respondents - identification method and letter content finalised.
 - Method for following up requests for gift aid, standing order forms, giving envelopes and legacy information finalised.
 - Thank you letters generated for all who have helped with the programme organisation and delivery.
- 4 **Go through the programme checklist** for the last time.
- 5 **Set date, time and venue of post programme meeting.**
- 6 **Closing prayer**