

Getting Started: Planning Team Overview Checklist

Tasks	Person Responsible	Date to be finished
<p>Organizing for the Journey</p> <p><i>Secure Approval to Offer the Program (p.3-5)*</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with appropriate church or parish leaders including pastor <input type="checkbox"/> Send registration form to JustFaith Ministries <p><i>Establish a Planning Team (p.5)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Seek out individuals to serve on Planning Team <input type="checkbox"/> Distribute <i>Getting Started Overview</i> to planning team <input type="checkbox"/> Planning Team initiates the following, according to need: <p>Recruiting JustFaith Participants</p> <p><i>Send Personal Invitations (p.8-9)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm members who may be interested <input type="checkbox"/> Divide prospective member list and send personal invitations <p><i>Encourage Focused Sermon or Homily (p.9)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Consult with church leader regarding their giving a justice-focused sermon or homily <input type="checkbox"/> Arrange set up of information table following worship <p><i>Arrange for Information Sessions (p.9-10)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Information Session Outline (on documents site) and plan logistics of meeting (who, what, where) <input type="checkbox"/> Choose two or three dates/times, consulting church staff <input type="checkbox"/> Advertise sessions in church/parish media <input type="checkbox"/> Order JustFaith Promotional materials, if desired <p><i>Arrange Information Tables Following Worship (p. 10)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Choose dates and divide dates among Planning Team <input type="checkbox"/> Have promotion materials prepared and available <p><i>Advertise in Church Media (p. 10-11)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Consult with church/parish staff about creating bulletin announcements/inserts and newsletter advertisement <input type="checkbox"/> Review sample planning documents (on documents site) <input type="checkbox"/> Submit items according to church/parish staff deadlines and your Planning Team's recruitment timeline <p><i>Host a JustFaith Ministries Workshop (p. 11)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the JustFaith Ministries national office to learn more <p><i>Hold Discernment/Orientation Sessions (p. 12)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule meetings with potential participants, using Discernment Meeting Outline document as a guide <p>Planning for the Journey</p> <p><i>Recruit Co-Facilitators</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruit co-facilitators, if necessary <p><i>Create a Schedule</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Make a schedule for the year, setting a start date and time/day of the week to meet (see Sample JustFaith Schedule) <input type="checkbox"/> Choose meeting location, seeking approval from church/parish staff, if hoping to meet in the building <input type="checkbox"/> Choose dates for opening and closing retreat 		

*page numbers refer to the Getting Started Overview document