

Annual Agenda for Outreach Ministry Team 2017 - 2018

After each meeting the Ministry Staff person will prepare a summary for the newsletter.

Date	Time	Agenda
August ____	_____ p.m.	<ul style="list-style-type: none"> • Budget Review • Review Operational Policies • Review outreach contacts to visitors • Monitor church events for Outreach needs • Review Outcomes for 2017-2018 • PRAE: _____
September ____	_____ p.m.	<ul style="list-style-type: none"> • Review Outcomes • Review Ongoing Outcomes • Develop plans for Outcome #1: Christmas parade involvement • Monitor church events for Outreach needs • Begin plans for Outcome #2: New People in Community • Decide on outreach event/activity to highlight • PRAE: _____
October ____	_____ p.m.	<ul style="list-style-type: none"> • Budget Review • Monitor plans for Outcome #2: New People in Community • Finalize plans for Outcome #1: Christmas parade involvement • Plan for Thanksgiving/Christmas worship advertising • Monitor church events for Outreach needs • Decide on outreach event/activity to highlight • PRAE: _____
November ____	_____ p.m.	<ul style="list-style-type: none"> • Budget review • Monitor church events for Outreach needs • Monitor plans on Outcome #2: New People in Community • Develop plans for Outcome #3: Social Media • Review all outcomes • Decide on outreach event/activity to highlight • PRAE: _____
December ____	_____ p.m.	<ul style="list-style-type: none"> • Meet if needed
January ____	_____ p.m.	<ul style="list-style-type: none"> • Budget Review • Review Outcomes • Plan for Lent/Easter advertising • Monitor church events for Outreach needs • Decide on outreach event/activity to highlight • PRAE: _____

February ____	____ p.m.	<ul style="list-style-type: none"> • Budget Review • Review Outcomes • Prepare Ministry Plan Report for Congregational Meeting in May • Begin developing new outcomes for 2018-2019 • Monitor church events for Outreach needs • Review the missionary encouragement process • Decide on outreach event/activity to highlight • PRAE: _____
March ____	____ p.m.	<ul style="list-style-type: none"> • Prepare Budget request for next fiscal year • Review/critique Sunday worship from visitor perspective • Monitor church events for Outreach needs • Decide on outreach event/activity to highlight • PRAE: _____
April ____	____ p.m.	<ul style="list-style-type: none"> • Budget Review • Review Outcomes • Develop new outcomes for next year • Monitor church events for Outreach needs • Decide on outreach event/activity to highlight • PRAE: _____
May ____	____ p.m.	<ul style="list-style-type: none"> • Congregational Meeting
June ____	____ p.m.	<ul style="list-style-type: none"> • Budget Review • Review Outcomes • Finalize new outcomes for the next year • Monitor church events for Outreach needs • Decide on outreach event/activity to highlight • PRAE: _____