

*Kirk Wood Presbyterian Church  
Planning Cycle  
As of February 2011*





# Planning A New Event





# *Meeting Frequency*

## Committee Meetings

- Meet monthly (discretion of chair)
- New events proposed
- Validate resources for the next quarter's events (1 qtr out)
- Detailed planning for the following quarter's events (2 qtrs out)
- PLD focus: 12-18 Months out

## Joint Committee Meeting

- Meets quarterly (second Tues in the month)
- Accepts new events from committees
- Validates resources for 2 qtrs out
- Synchronizes new events (across committees)

## Session Meeting

- Meets monthly (third Tues in the month)
- Approval of new events (qtrly when required)
- Long term planning at Session retreat (May each year)
- Focus: 12-18 Months out /Review recurring activities/ Review lessons learned



# Quarterly Timeline (1<sup>st</sup> Qtr)

## March Committees

**Validate: Jun-Aug**

**Plan:**

**Sep-Nov**

**PLD plans Mar 12 – Aug 12**

## Joint Committee

**Validate: Sep-Nov**

**Synch:**

**Sep-Nov**

## Session

**Approves: Sep-Nov**

## January Committees

**Validate: Apr-June**

**Plan:**

**Jul-Sep**

**PLD plans Jan 12 – Jun 12**

## February Committees

**Validate: May-Jul**

**Plan:**

**Aug-Oct**

**PLD plans Feb 12 – Jul 12**



# Quarterly Timeline (2<sup>nd</sup> Qtr)

June

Committees

Validate: Sep-Nov

Plan:

Dec 11-Feb 12

PLD plans Jun 12 – Nov 12

Joint Committee

Validate: Dec 11-Feb 12

Synch:

Dec 11-Feb 12

Session

Approves: Dec 11-Feb 12

April

Committees

Validate: Jul-Sep

Plan:

Oct-Dec

PLD plans Apr 12 – Sep 12

May

Committees

Validate: Aug-Oct

Plan:

Nov 11-Jan 12

PLD plans May 12 – Oct 12

Session Planning Retreat

Focus: May 12 – Oct 12





# Quarterly Timeline (3<sup>rd</sup> Qtr)

## Jul Committees

**Validate: Oct-Dec**

**Plan:**

**Jan 12 - Mar 12**

**PLD plans Jul 12 –Dec 12**

## Sep Committees

**Validate: Dec 11-Feb 12**

**Plan:**

**Mar 12-May 12**

**PLD plans Sep 12-Feb 13**

## Joint Committee

**Validate: Mar 12-May 12**

**Synch:**

**Mar 12-May 12**

## Session

**Approves: Mar 12-May 12**

## Aug Committees

**Validate: Nov 11–Jan 12**

**Plan:**

**Feb 12- Apr 12**

**PLD plans Aug 12 – Jan 13**



# Quarterly Timeline (4<sup>th</sup> Qtr)

Dec

Committees

Validate: Mar 12-May 12

Plan:

Jun 12-Aug 12

PLD plans Dec 12-May 13

Joint Committee

Validate: Jun 12-Aug 12

Synch:

Jun 12-Aug 12

Session

Approves: Jun 12-Aug 12

Oct

Committees

Validate: Jan 12-Mar 12

Plan:

Apr 12-Jun 12

PLD plans Oct 12-Mar 13

Nov

Committees

Validate: Feb 12-Apr 12

Plan:

May 12-Jul 12

PLD plans Nov 12-Apr 13



*KirkWood... A Christian Community  
Knowing, Loving, and Serving Christ,  
to make Him known to all*

