



### SESSION 4

### **Suggestions for Developing a Planning Team or Committee Meeting Schedule**

- ☐ **1. Convene an initial meeting of a planning team or committee to:**
  - a. Orient members of the planning committee or team to the strategic property planning process, timeline and roles,
  - b. Begin the process of building a working team with shared and common goals, and
  - c. Respond to planning team or committee members' questions and to increase their comfort level with the institute's strategic property planning process.
  
- ☐ **2. Convene a planning team or committee meeting following the completion of each major phase to:**
  - a. Review key results from each phase,
  - b. Refine next steps and adjustments that may be needed as a result of these results, and
  - c. Assess the effectiveness of communications and new communications needs at the end of each phase.
  
- ☐ **3. Convene at least one planning team or committee meeting midway during the phase in which options and alternatives are being identified and evaluated to:**
  - a. Assure progress is being made to identify concrete actions or decisions that will achieve the institute's goals for strategic property planning,
  - b. Identify new research required or other actions needed based on progress, and
  - c. Assess new communications needs based on progress and interim results.





# TENDING THE VINEYARD

## Stewardship of Religious Property

### *Educational Sessions for Strategic Property Planning*

- ❑ **4. Convene a planning team or committee meeting following all major times at which members are asked for input or feedback to:**
  - a. Review and interpret member input,
  - b. Identify additional action or decisions that may be needed based on input from members, and
  - c. Assess emerging themes, including specific areas in which consensus among members may be forming or appear difficult to achieve.
  
- ❑ **5. Convene a meeting of the planning team or committee in advance of each major gathering of members to:**
  - a. Carefully plan the information that will be presented to membership at the large gathering,
  - b. Identify processing members will be asked to do at the large gathering, and
  - c. Determine the specific member input, feedback or responses that will be most helpful to the planning team or committee at each major juncture in the strategic property planning process.
  
- ❑ **6. Convene a meeting of the planning team or committee when it is time to make decisions on preliminary or final recommendations from a strategic property planning process to:**
  - a. Gauge the level of support among membership for the recommendations coming from strategic property planning,
  - b. Adjust or refine recommendations as needed before presentation to membership, and
  - c. Decide if and how members will be asked to demonstrate their level of support for the recommendations of the planning team or committee.

