

Developing a Parish or Affiliate Project

Follow these steps to plan your own parish or affiliate project.

1. Choose an event to plan
 - Begin with prayer and discernment
 - Decide on the goal (ultimate aim)
2. Form a team and develop the program
 - Recognize and use the gifts of the team
 - Designate tasks (coordination, contents planner, site, food, publicity, etc.)
 - Consider the resources needed (financial, outside expertise, supplies)
 - Decide on team communication methods (face-to-face only, emails, telephone)
3. Choose the site
 - What type of facility is needed for the planned activity?
 - How many people are expected/hoped for? Can site areas expand/contract as needed?
 - Can we afford site or do we need to charge for attendance?
 - Do the site plans help achieve our ultimate goal?
4. Prepare for the day (week, series, etc.) of the event(s)
 - Plan publicity and timing
 - Set budget
 - Order/prepare for food (if needed)
 - Finalize project content
5. Conduct the program
 - Determine timing of the day itself and the items needed to conduct the activity
 - Assign Hospitality team (greeters, name tags, general oversight, etc., as needed)
 - Produce program (all info needed for planners, for participants, handouts, etc.)
6. Plan the recap
 - Prepare a questionnaire or evaluation tool for use at end of program
 - Meet as a team to evaluate and document the experience for future reference