

**Indiana Annual Conference
Mission Outreach Event Planning
Start-up Process for Annual Conference**

Start Time: summer/early fall before the next Annual Conference

I. Select Outreach Event Planning Team

- Event Coordinator with project management experience
- District Superintendent – liaison role between team and churches, conference leaders
- Small Planning Team (4-5)

Event Coordinator:

- Creates and coordinates event plan and budget with planning team
- Works with team leaders and Annual Conference Planners and registration
- Liaison with Annual Conference Session Committee, Communications Director, Worship Leader

District Superintendent:

- Liaison with Annual Conference Session Committee and Cabinet
- Coordinates with local churches to identify and recruit team and project leadership

Planning Team Members

- Familiar with local community needs
- Experience in outreach/mission project planning
- Provide communications, advisors and follow-up with team and project leaders

II. Meet with City Leaders where the conference will be held

- Bishop and Conference Leaders determine key leaders in the community which may be the Mayor, Community Development Director, or advisory groups who will meet to help assess the needs of the community
- This meeting takes place by early fall in the year prior to the conference
- Determine if there are any key documents or community surveys that have already been done to assess the needs of the city
- Initiate a Community Survey if helpful (there is a conference plan for doing one of these)
- Priorities are shared with the Outreach Event Planning Team

III. Outreach Planning Team begins planning for the next Annual Conference

**Indiana Conference of the United Methodist Church
Multiplying the Mission Outreach Event
Outreach Event Planning Team Process**

- 1) Develop purpose of the Outreach Event for the coming year**
- 2) Work with Annual Conference Session Committee**
 - Plan for day/time of event
 - Communication planned with Conference Communications Director about event for web site and other forms of communication
 - Registration planned with Conference Staff
 - Budget, funding and reimbursement process planned
- 3) Determine types of projects for the event based on local need and key leader input**
 - Examples: Neighborhood clean-up, nursing home visits, construction/repair, local mission work, prayer walking, sit-down projects, food collection
- 4) Estimate the number of people involved and numbers of projects needed**
- 5) Determine where people will gather for a meal, receive instructions regarding the projects and then leave for the projects (launch site(s)) for each project type**
- 6) Select local team project leaders for each project type and other key areas that are needed**
 - Project Type Team Leader
 - a. Good organization skills with cell phone and email access
 - b. Organizes a team of project leaders to determine the projects to be done
 - c. Represents the project type at initial and final planning meeting
- 7) Determine meal or snack coordination and distribution plan**
 - Select a coordinator
 - a. Determines local restaurant for food preparation
 - b. Organizes a team to pick up and deliver food/beverages/ice and supplies to appropriate places
 - c. OR plans for purchase and distribution of snacks including beverages for the day
- 8) Determine a transportation plan based on the size/way the event is organized**
 - Select a transportation coordinator
 - a. Organizes transportation from Annual Conference site to launch & project sites
 - b. Determine dismissal plan from AC site
 - c. If a single launch site is utilized, maps to that site may be provided for people to drive and transport to the projects would be determined from there
- 9) Select T-shirt Coordinator if desired to design, order and distribute the shirts**
- 10) Training**
 - a. Planning Team prepares training for the overall day for those organizing the projects
 - b. Project Team Leaders prepare instruction for those participating in different projects
- 11) Send follow-up and thanks to project sites, leaders, and teams**
- 12) Evaluate the event**