



Planning Checklist

Last update 12.03.2021

Oversight & Prayer

Ownership: Has the PCC (or equivalent) approved the adoption of JSP? How will you monitor the JSP process and development?

Working Party: Do you have a group in place to oversee the JSP programme? Have you made sure information is being shared with the right people?

Prayer: Are you praying for JSP to be an effective tool for the development of the church's vision, and future mission and ministry planning? Have prayer resources been made available to help? Is there a group of people committed to pray for JSP?

Promotion

Have you engaged **all** church members and others with JSP? Here is an action list:

- ▶ Posters and banners (templates and pop-up banners are available)
- ▶ Personal letters to congregation members (model letter on website)
- ▶ Leaflets and programme cards distributed (examples on website)
- ▶ Discussion in staff meetings, especially with community outreach leaders.
- ▶ Regular promotion on church notice sheets.
- ▶ Wider promotional opportunities; schools, media, ecumenical partners, etc.
- ▶ Countdown: 'Four Weeks to Go', etc.
- ▶ Church website is flagging up JSP, and encouraging people to take part.

Monitoring & Evaluation

Have you ensured that the JSP programme is being carefully monitored so ideas and responses can be recorded and shared? Here is a checklist:

- ▶ Will the leadership visit the small groups? Will there be a way of recording important responses and ideas?
- ▶ Will the leadership monitor the congregational response to JSP, both during and after the use of the fifteen-week programme?
- ▶ After the fifteen-week programme, will there be an early opportunity to assess the benefit of JSP and decide how to sustain the JSP focus?

Worship & Preaching

Have you fully integrated JSP into worship throughout all fifteen-weeks? Here is a checklist:

- ▶ **Preaching:** bring all preachers up to date with the JSP programme and give them access to sermon notes on JSP. (Available on website)
- ▶ **Weekly notice sheet:** ensure that the weekly programme notes are included on parish bulletins, or available separately. (Available on website)
- ▶ **Intercessions:** make sure that those leading intercessions are aware of the JSP theme, and are given ideas for prayer content. (Available on web site)
- ▶ **Hymns and songs:** ensure that worship hymns and songs are chosen to fit the weekly JSP theme. (Ideas on website)

Children & Young People

Have you involved fully children and young people in the JSP programme?

- ▶ **Sunday children's work:** give leaders and helpers access to the JSP Children and Youth materials. (Available on website)
- ▶ **Midweek children's provision:** ensure that those leading midweek clubs have access to the JSP material for children and young people. (Available on website)
- ▶ **Adult/child link:** remind leaders about the suggested children and adult link up after each session so that it can be enjoyed and monitored.
- ▶ **Resources:** ensure that resources suggested are made available – e.g. badge machine.
- ▶ **Advice and Support:** make sure that children's work leaders are aware that the JSP Children's Advisor is available to give support on request.

Small Groups

What has been done to establish and promote small groups? Here is a checklist:

- ▶ How many groups will there be? Can you offer both evening and daytime options for people?
- ▶ Are group leaders ready? Do they have access to the small group materials, and have they had training in how to use this?
- ▶ Have the group leaders had experience of leading small groups before? If not, what have you done to help them do this well?
- ▶ Have the group hosts been well-prepared for their task of inviting people to join a group?
- ▶ Have you planned to personally invite **all** church members to join a small group?

Long Term Planning

At an early stage it is important for a plan to be in place for assessing the impact of JSP. The following can be considered:

- ▶ A JSP away day either for the church leaders, or for the whole congregation. The JSP Advisor can advise about options for this.
- ▶ A method for ongoing assessment of the impact and growth of JSP.

Additional JSP Resources

There is a range of additional JSP resources for churches that want to explore JSP more thoroughly. The following also include children's teaching resources.

- ▶ *Spirit Filled Church:* Ten-week programme of small group and sermon materials that enables churches to see how the early Church in Acts was Jesus shaped in character.
- ▶ *Cross Shaped Jesus:* Five-week programme that explores the 'message of the cross' to refresh the salvation work of Jesus. Can be used as a Lent Programme.
- ▶ *Puzzles of the Kingdom:* Ten-week programme that explores Jesus' parables of the Kingdom of God.

In addition there are small group follow-up courses focusing on:

- ▶ The Lord's Prayer
- ▶ The Prayer Life of Jesus
- ▶ John the Baptist