

## PLANNING A DEANERY DAY

Well before the day: (2 months at least before the date planned)

1. hold a meeting of representatives from each of the congregations in your Deanery (sometimes called President's Plus One) at the church or church hall of the proposed hosting congregation. (Most deaneries have a rotating roster for hosting.) Deanery Council decides beforehand who is to organize – the Deanery Representative or someone else.  
Confirm that facilities you require for the number anticipated are acceptable – church, kitchen, meeting space, parking, etc.
  
2. At this meeting: (Also read #4 – Planning)
  - a) Review and evaluate the previous event.
  - b) select a theme for the day – usually related to the Special Project chosen at a Diocesan level for the year
  - c) decide on the general format of the day – a speaker, discussion, workshop – and special guests to be invited
  - d) decide how donations for that day will be distributed and expenses paid
    - i) Roll Call – money or donations in kind (toothpaste etc.) brought by a particular congregation to the meeting
    - ii) Collection – money or donations collected at the actual event
    - iii) Remember that Deanery days are to be self-supporting.
  - d) time and date for the meeting
    - i) keep in mind Lent and Easter
    - ii) if nominating a new Deanery Board, try to hold the Deanery Day before the Diocesan Annual Meeting.
    - iii) decide on whether the date or the location will be moved if the selected date can't be accommodated by that church
  
3. Immediately after this meeting:
  - a) Confirm date and particulars with Incumbent and church administrator/secretary of proposed church.
  - b) Consult with the congregation ACW President or contact.
  - c) Confirm the services of the caretaker (if required) and the fee expected. Put all your requirements for physical arrangements in writing.
  - d) Inform the Diocesan ACW office of the date and details
  - e) Deanery Rep. to inform the Area Bishop, Regional Dean and Diocesan ACW Board Members.
  - f) Prepare an advertising flyer, including place, date, time and key elements of the program. Distribute to each Anglican church in the Deanery.
  - g) Prepare a notice for the Diocesan ACW newsletter and web page.
  - h) Invite ACW Board Members. If invited to speak, give them timing particulars, and introduce them as “one of us”.

4. Planning of the Day:
  - a) Develop a time-specific agenda for the day, but with flexibility to accommodate unforeseen circumstances.  
BUSINESS MEETING:
    - i) Call to order.
    - ii) Welcome members and guests
    - iii) Minutes of previous meeting read by Secretary
    - iv) Treasurer's Report
    - v) Other reports as needed
    - vi) Installation of Officers – see Service of Installation and Dedication – Section IV – Directors' Handbook
  - b) In consultation with the Incumbent, establish the worship format: time, length of service, formal or informal, in the church or as part of the meeting.
  - c) If the worship service is a Eucharist, inform the Chancel Guild of the requirements.
  - d) Arrange hymns and appropriate readings with ACW participants (see Devotions – Section IV – Directors' Handbook).
  - e) If necessary, arrange for the Organist and the fee expected.
  - f) Arrange the distribution of the Offering, if one is taken.
  - g) Arrange honorarium with the speaker(s).
  - h) Specific program (speaker, workshop, debate etc.):
    - i) Make sure there is adequate room for what you have planned
    - ii) If an invited speaker, are there also to be questions asked? – allot time
  - i) Refreshments:
    - i) Host church usually provides
    - ii) If a main meal is needed, make appropriate plans. Remember to feed your guests.
  - j) Registration:
    - i) Have more than one person on Registration
    - ii) Make sure name tags are available.
  - k) Items for perusal or purchase:
    - i) Arrange for Chancel booklets, pins, t-shirts etc. to be available for sale.
    - ii) Have Memorial Book, newsletter etc. forms available
  - l) Prepare cheques to pay expenses.
  - m) Arrange for greeters, people to introduce and thank and for small gifts as decided

On the day:

1. Organizers to get there early to be sure everything is set up as you wish.
2. Have a photographer present.
3. Enjoy.

Follow up:

1. Thank speakers and other special guests in writing.
2. Thank the host ACW.
3. Thank the Incumbent and Church Wardens of the host Church.
4. Write up event for the Diocesan ACW Newsletter.
5. Prepare careful notes for the files.