



## ANNUAL PLANNING GUIDE

Make a plan for your women's ministry. It works like a time-line and will be helpful to keep you on track. Each ministry will develop differently depending on the gifting and passions of the leaders, the needs of the church women and the time needed to develop it. Writing down what you hope to do and the time it will take to plan each event will help you to see if you have the time and resources to do everything you would like to. Start small and build up, so that you don't overload yourselves. Take advantage of interdenominational Women's Ministry events and workshops. Some of these are usually advertised on the BUW women's ministry website [www.buv.com.au/women](http://www.buv.com.au/women) Be sure that your leaders are mature and gifted women with a passion for ministering to others. Never put programming in front of meeting the needs of women and try to plan each event so it is 'excellent and beautiful'. Below is an example of a simple time-line. It is only a guideline, so the planning details are not included.

### Example:

JAN	Make an appointment to share your proposal with the Church leaders.
FEB	Present the proposal to the leadership <b>Begin Women's Needs Survey</b> Set a date for a women's forum (workshop offered by BUW women) Begin to invite women who lead ministries (Women's Leadership Network) and other prospective women.
MAR	<b>Run the Women's Forum - workshop</b> -Distribute survey results and brainstorm needs -Structure a purpose/vision statement and goals. -Form Women's Ministry team -Plan a Calendar of Events Update Pastoral Leadership Team
APRIL	Meet with Women's Ministry team – Training 1 (Share your Passions) Plan a kick-off women's event
MAY	Meet with Women's Ministry Team – Training 2 (Know Your Gifts)
JUNE	<b>Meet with Women's Leadership Network and Women's Ministry Team</b> -Pray and update on Kick-off event
JULY	<b>Hold Kick-off event</b>
AUG	Meet with Women's Ministry Team. Evaluate Kick off event Organize WM Team building day or weekend. (Book BUW women)
SEPT	<b>Meet with women's Ministry team and Women's Leadership Network</b> -Pray and update on Team building weekend -Update next event and begin to plan
OCT	Team Building Day/weekend (Learning leadership and team building)
NOV	<b>Meet with women's Ministry team</b>
DEC	Wrap up women's ministries and promote next years event