

# P O D E

## **P**lanning **O**rganizing **D**oing **E**valuating

This tool assists the managing of details toward carrying out a ministry idea. For a one-time event PODE becomes the plan of action. For on-going committees with multiple responsibilities, PODE forms the agenda for meetings in which different phases of activities are addressed at each meeting and the committee's schedule of tasks is projected into the future.

### **Planning**

- What is the expected result from this activity?
- Who is the target audience for this activity?
- Who should be informed of this activity?
- What authorization is needed?
- Who will be involved in planning this activity?
- When will the event take place or what is the target date?

### **Organization**

- Establish a timetable for organizing and carrying out the activity.
- Create a list of organizers, listing telephone numbers, email, and major responsibility.
- List the tasks that need to be done before the activity is accomplished.
- Divide the task list into manageable jobs.
- Assign the jobs to the organizers and include a due date.
- How will the activity be communicated to the target audience?
- What will be the cost?
- How will the activity be funded?
- What equipment is needed?
- Where will the activity occur?
- Who is the key contact for the activity?
- Who will clean up and secure the facilities and equipment after the activity?

### **Doing**

- The key person responsible arrives early and stays until the activity is over.
- Carry out the activity.
- Clean up and secure the facilities and equipment.
- Pay all fees on time.

### **Evaluating**

- Did the activity accomplish the intended results?
- How did the target audience react?
- Did the activity exceed the time allotted?
- Did the activity exceed budget?
- Were all expenses paid?
- What went exceptionally well?
- What changes are suggested for the next time the activity is held?

# EXAMPLE

Committee/Group: **Worship and Music**

*Year 2012*

December

- E: Advent Vespers
- E: Sunday morning worship schedule, report to Council
- D: Christmas Services
- P: Lent: theme, mid-week services
- P: March Benefit Concert

January

- O: Lent worship
- D: Report to Annual Meeting
- E: Christmas and Thanksgiving worship
- P/O: Ash Wednesday worship

February:

- P: Holy Week and Easter worship
- P: Summer worship schedule
- D: Ash Wednesday worship (Feb 22<sup>nd</sup>)
- D: Mid-week Lent worship
- O: March benefit concert

March

- P: Pentecost worship
- O: Holy Week and Easter worship

April

- D: Holy Week worship (April 1<sup>st</sup>)
- D: Easter worship (April 8<sup>th</sup>)
- D: May newsletter article stating summer worship and fall start-up schedules

May

- P: Fall worship schedule, liturgies, themes, etc.
- E: Lent, Holy Week and Easter worship
- D: Pentecost (May 27<sup>th</sup>)

June

- D: Begin summer worship schedule
- P: Rally Day (Sept. 9<sup>th</sup>)
- P: Fall Stewardship sermon/worship series
- D: Strawberry Festival?

July

- D: Committee does not meet

August

D: Committee does not meet

September

D: Rally Day

P: Thanksgiving ecumenical worship

O: Fall stewardship series

P: Advent Vespers

P: Christmas/New Year's worship schedule

E: Summer worship schedule

October

D: Fall stewardship series

D: Reformation Sunday (Oct. 28<sup>th</sup>)

O: Sanctuary decorating for Advent: order Christmas tree, etc.

E: Rally Day

November

O: Advent Vespers

E: Reformation Sunday

D: Thanksgiving ecumenical worship

December

D: Advent Vespers (Dec. 2<sup>nd</sup>)

D: Christmas Eve

D: Christmas Day

P: March benefit concert