

This format is also used as an action-list

Page 1.1

What	Who	Ready before	Progress	Number
Date of the activity				1
Theme of the activity				2
Who is doing what				3
Church: reservation/ planning with church-council				4
Arranging the room			10 small tables and 2 long tables , chairs	5
Question-guide lines	See below	Also extra question to be put out later	Max 35 participants - then waitinglist	6
Approaching women that prepare the start of the exchange	See below			7
Announcing and advertising Church-bulletins... and				8
Invitation in Church-news ...on the websites of				9
Invitations to local newspapers				10
Inform church-council on activity and programm content				11
Invite participants of 2014 by e-mail				12
First – several months ahead - announcement to websites of Zwolle Mennonite Church andand				13
Design the Flyer : content, lay-out, text				14
Spread these flyers/invitations in own network : print on coloured paper		Digital and hard-copy		15
Put flyers in the church and give to others				16
PR in the press and (local)media and National Mennonite Newsletter				17
Make A4 print and hang in the church				18

Meal : what are we eating , who is going to prepare - who is helping out . Upon arrival : what do we serve tea/coffee/ with what		See action-list		19
Arranging the church		Plastic placemats on the serving-tables		20
Facilitator and chair-person of the evening				21
Music during the activity : CD's				22
Final names of women that start the exchange at the small tables				23
Date of the next Committee-meetings		Dates and places of venue – time : 1. 2.		24
Date of Evaluation-meeting		Time and place		25

Question – Guidelines

To start the exchange and the conversation at “the small tables of 4 ”

This – (your) introduction – lasts about max 3 minutes.

Then all 4 women at each small table, will exchange and listen to eachother. Adding their own experiences and their own personal stories.

1. I am
2. and I feel part of(Circle, Group, Church or Faith-Community)
3. one person in my life that is (has been) very significant for me, is
4. more specifically I learned from him / her, that
5. that means a lot to me, because
6. in my life I try toand that is also because of this person

Extra question to be put on the small tables – just in case the conversation could use a new impulse

I feel very inspired by the story ofand especially by

I will think more about that the coming weeks.

Who invites which person as an initiator at the small tables ?

2015:

.....

.....

As a stand-in :

Food

2 kinds of soup -?????????

?????? will do the shopping and will take this to the church : at 15.00 o'clock on the....

Shoppinglist :

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What	Who	Ready before	Progress	Number
Shopping	at the church at 15.00 o'clock		1
Preparing food				2
Key of the church; alarm?				3
Heating of the church on and off		Church must be heated by 16.00 hours		4
Hang the Peace-flag outside				5
Arranging the rooms in the church. Switch lights on in the hall				6
cups glasses, small plates cutlery napkins thermos-flasks water-pitches soup-bowls vases/glasses to put in some flowers servingspoons	There are soup- bowls at the church in the cupboard	brings 10 extra soup-bowls; small plastic bags	7
Soundsystem and music-system; microphone		Coffeemachine?		8
Cleaning up and washing dishes;waste? sharing left-overs	Little plastic bags			9
Counting money and deciding how to reimburse costs that have been made				10
Name-stickers and feltpens	White-everybody Pink-initiators Green- workinggroep			11
Welcome				12
Chair-person : opening: permissions to take pictures?	?????brings camera	???takes pictures		13

The programm of the activity/evening

NO	Times from ...	Times to	Programm-items	Particulars and actions
1	17.00h	17.30h	Church open – arrivals	Hostess at the door - welcomes visitors – coats / washroom - and offers coffee/tea/water and snack
2	17.30h	17.40h	Welcome, introductions - taking time for quiet prayer – text or poem	In a big circle in the church : your name, where you live now, and finish this sentence : ” I came here today , because” Explanation about the food
3	17.40h	18.20h	Everybody gets up, takes food and eats at different tables to meet various others	Participants walk on both sides of the buffet-tables
4	18.20h	18.30h	Cleaning up and taking dishes to the kitchen	Piece of fruit, coffee or tea and some chocolate
5	18.30h	19.15h	Re-arranging of the small tables : only 4 chairs per table. The introducers go and sit first : 1 at each small table.	The other participants go and sit at the small tables , so that there are 4 people per table. Each table also has 1 person there that can make sure that all 4 people take part in sharing their personal stories. Each introducer starts off for 3 minutes at her own table.
6	19.15h	19.30h	Participants thank each other and go and sit again in the one big circle.	All : say with 1 word what you take along with you – what you have experienced and felt – how you leave this activity.
7	19.30h -	20.00h	Voluntary donation to pay for the expenses in the box. Pictures and impressions on the Website . Announcements for other activities on the wall. Possibility to stay around, meet people and have some more coffee, tea or water. Shake hands and meet 2 people : 1 person you did not meet before and 1 person you know and wish her all the best.	Who can help out next year to organise the activity in 016 ? Who can help organise? Who can help prepare food? Cleaning up?
8	20.00h	20.30h	Cleaning up and putting furniture back to how it was at the start. Key? Alarm? Heating?	Put away the Peace-flag

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Page 4.1

What	Who	Ready before	Progress	Number						
What were the reactions of the participants				1						
What is your own reaction				2						
What did you think about : <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>the theme</td></tr> <tr><td>the number of participants</td></tr> <tr><td>the room/venue</td></tr> <tr><td>?</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	the theme	the number of participants	the room/venue	?					3	
the theme										
the number of participants										
the room/venue										
?										
How do you feel about the cooperation in the Workinggroup				4						
How were all the actions taken up by people : divided in a good way?				5						
PR and Actions				6						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>invitation</td></tr> <tr><td>press-release</td></tr> <tr><td>poster/flyers</td></tr> <tr><td>Picture taking</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	invitation	press-release	poster/flyers	Picture taking						
invitation										
press-release										
poster/flyers										
Picture taking										
Important for the next time				7						
Finances <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Costs of meetings</td></tr> <tr><td>Costs of food bought</td></tr> <tr><td>Other expenses?</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Costs of meetings	Costs of food bought	Other expenses?				Claims; slips ; money left over/short	List of all the costs and income who will put it together		8
Costs of meetings										
Costs of food bought										
Other expenses?										
The Working-group 2016 : Who? How? When? Date ?				9						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Who will call next workinggroep together</td></tr> <tr><td>Who asks who</td></tr> <tr><td>When 1st meeting</td></tr> </table>	Who will call next workinggroep together	Who asks who	When 1st meeting							
Who will call next workinggroep together										
Who asks who										
When 1st meeting										

????????				
??				
More actions ?				10
Any remarks				
Website and pictures				
PR				
any other business				
next meeting				
And more				11

Margreet van der Werf, July 015