

**ANNUAL PLANNING CYCLE
Triumphant Love Lutheran Church**

Each Council agenda will include the following sections:

- 1) Management Report / Pastor's Report. This should be written and distributed to Council at least one week before the meeting. Two pages sounds about right for now.
- 2) Policy Review / Governance Issues. We will go back through our *Policy Manual*, one section at a time (budget approval process; ends development process; who owns vision and mission)

The first two sections should take most of the time.

- 3) Monitoring (if necessary). Most of these are self-explanatory, and are dictated by the *Policy Manual*.
- 4) Informational Items

The calendar that starts on the next page is arranged by month, according to Council meeting dates. Its columns are related to the two broad agenda sections (Section 2 and Section 3) noted above. Only those sections are noted in the calendar, because Sections 1 and 4 (plus a consent agenda) occur at every meeting.

Some of the non-routine sections are related to requirements of our congregational calendar, while others are related to the requirements of our *Policy Manual*.

- o In accordance with Section 6.0 of our Bylaws, our annual meeting must be held in January. It is traditionally held on the last Sunday in January. At that meeting, the congregation is asked to approve any council members who have been nominated during the previous year, and also to approve the annual budget. The annual meeting requires two weeks' notice. In practical terms, a budget must be printed and distributed to the congregation by the end of December, and must be approved by the Council on or before our December meeting.
- o In the past, this was accomplished by having the Council member representing each ministry prepare a proposed ministry budget in November. Under our new system, the Council is required to approve an annual budget, whose details are entirely the prerogative of the Executive Director.

Each item that is based on the *Policy Manual* is followed by a reference to the relevant section of that manual.

Date	Required Actions by Council			Required Actions by Executive Director
	Constitution and Bylaws	Policy Review and Governance	Monitoring	
7/20/2010	<p>Review relationship with Treasurer, Financial Secretary</p> <p>Review congregational budget approval process</p>	<p>Approve <i>Policy Manual</i> (2010-07-03) as part of consent agenda</p> <p>Review organizational actions previously taken</p> <p>Discuss ends development process (Section 1.0)</p> <p>Discuss vision / mission ownership process (Section 1.0)</p> <p>Discuss contract process for independent auditor</p> <p>Discuss skills and knowledge (what do we have to know to exercise our duties?)</p>		<p>Prepare a contingency plan for Executive Director vacancy, and discuss that plan with the President and President-elect (Section 4.12)</p> <p>Start to develop an operational strategic plan (Section 4.2.1)</p> <p>Start to develop a funding strategy (Section 4.6)</p>
8/17/2010		<p>Continue developing ends (Section 1.0)</p> <p>Discuss vision / mission ownership process (Section 1.0)</p>		<p>Continue to develop an operational strategic plan (Section 4.2.1)</p> <p>Continue to develop a funding strategy (Section 4.6)</p>
9/21/2010		Select an independent auditor (Section 2.4.10)		Finish developing a funding strategy (Section 4.6)

Date	Required Actions by Council			Required Actions by Executive Director
	Constitution and Bylaws	Policy Review and Governance	Monitoring	
10/19/2010	Appoint a nominating committee (may not have any tasks)			Develop a draft budget
11/16/2010	Approve draft budget	Review report of independent auditor (Section 2.4.10)		
12/14/2010*	Prepare for annual meeting			
1/18/2011	Prepare for annual meeting	Begin review of Section 2.0 of <i>Policy Manual</i> Begin to set up annual self-review process	Begin annual self-review process	
2/15/2011		Finish review of Section 2.0 of <i>Policy Manual</i>	Finish annual self-review process	
3/8/2011*		Begin review of Section 3.0 of <i>Policy Manual</i>	Begin to set up annual review process for Senior Pastor Begin to set up annual review process for Executive Director	
4/19/2011		Finish review of Section 3.0 of <i>Policy Manual</i>	Finish setting up annual review process for Senior Pastor Finish setting up annual review process for Executive Director	
5/17/2011		Begin review of Section 4.0 of <i>Policy Manual</i>		

Date	Required Actions by Council			Required Actions by Executive Director
	Constitution and Bylaws	Policy Review and Governance	Monitoring	
6/21/2011		Finish review of Section 4.0 of <i>Policy Manual</i>	Conduct annual review of Senior Pastor Conduct annual review of Executive Director	
7/19/2011		Begin review of Section 1.0 of <i>Policy Manual</i>		Review operational strategic plan (Section 4.2.1) Review funding strategy (Section 4.6)
8/16/2011		Finish review of Section 1.0 of <i>Policy Manual</i>		
9/20/2011		Select an independent auditor (Section 2.4.10)		
10/18/2011	Appoint a nominating committee (may not have any tasks)			Develop a draft budget
11/15/2011		Review report of independent auditor (Section 2.4.10)		
12/13/2011*	Prepare for annual meeting			
1/17/2012	Prepare for annual meeting	Begin review of Section 2.0 of <i>Policy Manual</i> Begin to set up annual self-review process		
2/21/2012		finish review of Section 2.0 of <i>Policy Manual</i>		
3/20/2012		Begin review of Section 3.0 of <i>Policy Manual</i>		

Date	Required Actions by Council			Required Actions by Executive Director
	Constitution and Bylaws	Policy Review and Governance	Monitoring	
4/17/2012		Finish review of Section 3.0 of <i>Policy Manual</i>		
5/15/2012		Begin review of Section 4.0 of <i>Policy Manual</i>		
6/19/2012		Finish review of Section 4.0 of <i>Policy Manual</i>		

* Open Council meetings are normally held from 7-9 pm on the third Tuesday of each month. They may be moved to avoid conflicts with Christmas, Spring Break, or other similar events.