

WSJW/WJC PROGRAM PLANNING COMMITTEE "STEPS"

1. Supervisor will give Chair a 1st DRAFT of the program with highlighted areas to be filled (such as prayer, scripture reading, etc.)
2. Committee will gather to review and, with the leading and directives from the Chair, will document 2 (confidential) suggestions (a primary and an alternate - except for areas like Bishop's remarks, Bishops Wife's remarks, main speaker , etc.) for each of the highlighted areas
3. The 2nd DRAFT with suggestions will be submitted by the Chair to the Supervisor (before anything being said to any of the suggested people)
4. Supervisor will review, revise, and give 3rd DRAFT with her approvals to the Chair
5. Chair will designate a committee member or members to contact the primary choices to see availability; if primary is not available, then and only then go to the alternate
6. Chair will present to Supervisor the final DRAFT with all confirmed participants (along with their email addresses and cell numbers)
7. At this point, the work of the Committee has ended, remembering that all work, discussions, and decisions are yet confidential and not FINAL until Step#10 has been completed
8. Supervisor will forward the Final Program to the Sr. Executive Administrator
 - a. Sr. Executive Administrator will email the finalized participants a confirmation letter and a copy of the DRAFT Program (only the page that the particular person is assigned to)
 - b. Sr. Executive Administrator will confirm all Pastoral Approval Forms have been received
9. The FINAL PROGRAM will then go from the Sr. Executive Administrator to the Marketing Coordinator (or for Holy Convocation to the designated Program Coordinator) for editing and publication