

Planning a Reflection Day

Step 1 - What is my aim?

What is the aim of the Reflection Day?

How does it connect with the needs of our wider community?

Step 2 – Who, where and when?

Which group of people do I want to engage? What will draw them to our meeting?

What practical considerations do I need to take into account? Choose a meeting time and place to suit your potential group.

Step 3 – Getting buy in

Who else do I need to talk to before getting this off the ground? Pastoral Area Council, local clergy, schools?



Step 4 – Putting a team together

What are the roles needed to run this day? Do you need cooks, people to set up the room, table leaders, technical support, publicity? Can you put names to these roles?

Step 5 – Advertising

Who are the people you really want to come to your day? How do you attract people outside the 'usual suspects', especially families and younger people who may be busy on Saturdays. Don't just put it in the newsletter and hope for the best. Use pulpit announcements, emails, social media, postcards, and of course personal invitations.

Step 6 – Final plans

What equipment, food, furniture, handouts etc do you need?

Step 7– Lift off!

Lots of prayer beforehand and go for it!

