

USNF Strategic planning process and timeline, updated 11/15/2018

Summary Planning Schedule

Sept 2018	Trustees confirm planning committee and its charge
Sep - Oct	Planning Committee meets to design process and engage members
Sept 15	Trustees' retreat to celebrate progress since last plan and Identify critical questions
Oct 15	Trustees and Council joint meeting to clarify and discuss planning questions
Nov	Planning committee meets, Trustees consider vision for plan
Nov-Dec	Congregational survey
Dec - Jan	Committees consider opportunities, challenges, and goals for plan (by Jan 31)
Jan - Feb	Convene issue-specific listening circles (community building, lay leadership, communications, and social justice) Stewardship solicitors talk with members about our vision
Mar - Apr	Planning committee interprets gathered information and works with Trustees, Minister, and staff to develop drafts of plan
Apr	Circulate draft plan to committees and post to congregation for feedback
Apr 15	Trustees consider renewed strategic plan for approval
May	Trustees present plan to members for approval at annual meeting
Ongoing	Trustees, staff, and committees work to achieve plan priorities and monitor progress

More detailed planning steps (subject to amendment)

1. The Board of Trustees confirmed the planning committee and its charge.
2. Trustees met September 15 in a retreat to consider what we have accomplished since our 2014 planning, what elements of our current plan remain relevant, and what new opportunities and challenges remain.
3. The Board and the Coordinating Council met jointly Oct 15 to consider critical questions about opportunities and challenges we may be facing. Recruit two more members.

4. Introduce renewed planning to the congregation and promote participation with Pioneer articles, Sunday Times, sermons, pulpit announcements, and emails.
5. The planning committee meets through the fall and winter to plan how to engage the congregation, consider arising issues, and start to outline a new plan.
6. We conduct a focused survey of the congregation (Nov-Dec).
7. We convene a series of Listening Circles in January and February organized around community building, lay leadership, communications, and social justice.
8. Stewardship solicitors talk with members about our vision and get feedback.
9. Committees consider opportunities, challenges, goals by late January, early February.
10. Potential art project with kids (windows into our future).
11. Planning committee organizes drafts of the plan.
12. Circulate draft plan to members in advance so we can hear suggestions while the plan is still in draft.
13. Trustees work closely with the planning committee and devote time during board meetings to consider issues arising in the plan.
14. We may convene a leadership retreat to refine our plan (March?). Open the retreat to all.
15. The planning Committee interpret the responses gathered by board and council discussions, survey, and listening circles and draft a new/updated Strategic Plan for fiscal years 2020-2022.
16. Circulate the plan to the congregation.
17. We announce the intent and shape of this process to the congregation in September and commit to asking for approval at or by the May 2019 Annual Meeting. Trustees decide if members will vote to approve the plan (up or down vote).
18. Janet will use the Planning Committee as a vehicle to reflect on her ministry (particularly going forward) and together they lead a leadership assessment process, generate a report to trustees, and establish ongoing procedures to assess future ministers and lay leaders.