| **Date** | **Item** | **Details** | **Responsible** |
| --- | --- | --- | --- |
| ~~Dec 5~~ | ~~Wardens Meeting between the two sets of wardens~~ | ~~To:~~   * ~~Update on progress~~ * ~~Discuss this timeline of activities and communication~~ | Senior minister and wardens of both parishes |
| ~~Dec 8 & 9~~ | ~~Initial public communications with the two parishes.~~ | ~~Advising of talks to date and the possibilities ahead.~~  ~~West Pymble:~~   * ~~Email on 8th.~~ * ~~Snapshot on 9th~~   ~~West Lindfield:~~   * ~~Announcement on 9th~~ * ~~Post email~~ | WL: PR  WP: AB |
| ~~Dec 16~~ | ~~WP Church wide briefing meeting 4.30-5.30pm~~ | ~~To:~~   * ~~Provide more detail to parishioners and answer questions~~ | WP: AB & wardens |
| ~~Jan 12,19,26~~ | ~~WL 8am visit WP~~ | ~~To:~~   * ~~Advertise WP services in WL bulletin~~ | WL: PR to advise of the opportunity |
| ~~Jan 17-19~~ | ~~INVERT (Youth Camp)~~ | ~~Youth groups combine from this moment.~~   * ~~WL youth & leaders invited to the camp~~ * ~~Combined Youth group starts in early Feb @ WP~~ * ~~PR to invite regos by Xmas~~ | WL: PR to alert WL youth of camp and merger.  WP: RC to include WL youth and leaders |
| ~~Jan 21~~ | ~~Combined minsters and wardens meeting @ WL~~ |  |  |
| ~~Jan 27~~ | ~~AB to go to ALWL 11.45am to be introduced to the church~~ | ~~Get to know you exercise~~ |  |
| ~~Feb 2~~ | ~~WP Annual Dinner~~ | ~~To:~~   * ~~Set vision for 2019. Theme “Seize and Send"~~ * ~~Provide further details on the partnership~~ * ~~Introduce PR to St Matts via interview~~ | ~~WL: PR & CR invited~~ |
| ~~Feb 3~~ | ~~WL 6pm merge with WP 6pm~~ | ~~WL 6pm begin attending @ WP~~  ~~(Bazz & PR to swap applications in their sermons)~~ | ~~WL: PR to prepare and bring WL 6pm over.~~ |
| ~~From Feb 4~~ | ~~WL Staff join St Matts team~~ | * ~~PR invited to Monday Snr staff meeting~~ * ~~PR invited to work (as appropriate) from St Matts offices~~ * Administrator invited to work along side SG @ WP for some hours of the week * Admin to consider at some point:   + Combine data bases   + Combine email communications   + Combine service presentation software | WL: PR  WP: AB |
| ~~Mid Feb~~ | ~~WL Town Hall Meeting~~ CHANGED to  ~~Series of 1 to 1s~~ | ~~PR to invite~~ | ~~If needed, will gauge on the basis of this week’s meeting~~ |
| ~~From Feb~~ | ~~Sunday School(s)~~ | ~~Coordinate teaching programs to be same/similar~~ |  |
| ~~From Feb~~ | ~~ESL~~ | ~~ESL Co-ordinator to share ideas and resources and ongoing conversations about what can be achieved in a partnership~~ |  |
| ~~Feb 15-17~~ | ~~LAUNCH~~ | ~~WP 6pm Annual Camp (non-youth camp for 6pm service)~~ | ~~WP: POB~~ |
| ~~Feb 21~~ | ~~WP Briefing Meeting A~~ **~~TOGETHER~~**  ~~(Bishop Chris Edwards to attend)~~ | ~~To~~   * ~~Provide further details on the partnership for whole church~~ | ~~Need a combined team to organise coffee and dessert evening - Bazz and Phill to initiate and arrange~~ |
| Mar 3  @ASWL | 10am re-launch planning meeting No1 4.30-5.30 @ASWL? | **DELAYED TO POST AGM** | WL: PR  WP: AB |
| ~~Mar 10~~ | ~~WL & WP Briefing Meeting B~~ **~~SEPARATE~~** |  |  |
| ~~Mar 17~~  ~~(WP: 2pm-4pm)~~  ~~(WL: 11.30-1pm)~~ | ~~AGM~~ | ~~To:~~   * ~~Fulfil usual functions of an AGM~~ * ~~Provide further details on the partnership~~ * ~~Obtain formal support from the parish for the partnership - though technically the action is via Parish Council.~~ | ~~WL & WP~~ |
| March (after AGM) | Finance groups meeting 1 WP & WL  **TO BE CONSIDERED FROM MAY MEETING** | To commence process of aligning accounts, policies and procedures  PR to send ES the details and give the inside knowledge about how to approach the WL people | WP: ES, MC, DW  WL: ? |
| Mar 27? | Review Progress meeting  **DID NOT TAKE PLACE - TO BE REPLACED BY REVIEWS EACH WARDENS AND PC COMBINED MEETINGS** | Both sets of senior Ministers and Wardens to review progress | WL: PR & wardens  WP: AB & wardens |
| ~~During March~~ | ~~By the Partnership model becomes active~~ | * ~~PR resigns as Snr minister of WL~~ * ~~Bishop appoints AB as Senior Minister of WL~~ * ~~AB applies for license for PR to the staff team~~ | ~~WL: PR~~  ~~WP: AB~~  ~~Diocese: CE~~ |
| Mar 24 | WL 10am re-launch planning meeting 2 |  | WL: PR  WP: AB |
| Apr 26-28 | KYCK | Katoomba Youth Convention Camp | WP: RC |
| Apr 28 | WL 10am re-launch planning meeting 3 |  | WL: PR  WP: AB |
| May 26 | WL 10am re-launch planning meeting 4 |  | WL: PR  WP: AB |
| June (or July) | Re-pot WL 10am | Take 20-25 from WP 10am to join WL 10am | WP: AB |
| Jun 1 | Cross-Fit women’s conference | WL women invited |  |
| ~~Mid June~~ | ~~Review Progress meeting~~ | ~~Both sets of Senior Ministers and Wardens to review progress~~ | ~~WL: PR & wardens~~  ~~WP: AB & wardens~~ |
| July 9-12 | Sandwich | Annual primary kids camp held at WP | WP: LC |
|  | Small Groups/ Growth Groups | Keep as separate groups but combine leader training in 2019 |  |
| July 26-28 | Leaders Advance | To train:   * Sunday school leaders * Youth leaders * Small group leaders   WL leaders invited | WP: RC, POB  WL: PR |
| Aug 10th Sat | WL Fete |  |  |
| July 28  Aug 4, 11 | John Dickson Evangelistic Series | To evangelise through the gifts of John Dickson   * Sermons can be streamed to WL 8am & 10am | AB |
| Sept | AB LSL all of Sept 2 to 6 Oct |  |  |
| Sept 6 | Womens Conference | Annual St Matts women’s conference (off site) | WP: NR |
| At some point around now | Parish Meetings to discuss next phase of Partnership/merger | General Meetings of each parish to discuss progress and consider next steps | WL: PR & wardens  WP: AB & wardens |
| ~~Mid Oct~~ | ~~Review Progress meeting~~ | ~~Both sets of senior Ministers and Wardens to review progress~~ | ~~WL: PR & wardens~~  ~~WP: AB & wardens~~ |
| Mid Oct ? | ‘Red’ Church Plant | Launch Red Church (~4pm @ WL) | POB |
| Mid Oct-Nov | 2020 budgeting Process | Both parishes consider the combined ministry needs on budget | WL: PR & wardens  WP: AB & wardens |
| Nov 3 | All Saints Day - “Look Now” day |  |  |
| Nov | Staff Reviews | PR to join the staff review process | AB & relevant wardens |
| Nov 17 | Glenn Davies preaching | Currently booked for WP: 8.30am, 10am, 6pm  CONSIDERING A COMBINED MORING EVENT AT CSIRO | AB |
| Dec 9-13 | Getaway | Yr 12 Schoolies | RC or POB |
|  | SRE | To be determined |  |
|  | Carols | To be determined |  |
| Jan 1 2020 (or 2021) | Two parishes merge into 1 parish | Requires and ordinance to pass Standing Committee about Aug or Sept the previous year | WL: Wardens  WP: AB & wardens |
| ? 2020 or 2021 | Junior SMASH | Lower primary kids club to form at WL based on Beaumont Rd lunchtime club | JP & PR |