**TODO**

Outstanding Tasks

# **Outstanding**

* Arrange for a table for kingdom coffee (via TIM/E) ─ TIM
* Email all musicians letting them know that they are liable for their own instrument insurance. See this [sample email](https://docs.google.com/document/d/1eN03dhmYvSMokhJbGveBVQTvj7mNiGQbxfVZGuYG7o0/edit)─ **IAN**
* “?” Badges ─ **TIM**
* Arrange Liability Insurance cover (maybe via one of the other churches) ─ **JENNIFER**
* Laying out the tent ─ **TIM the Evangelist**
* Laying out the internals ─ **TIM** / **IAN** / **JAN**
* Arrange for a table for kingdom coffee (via TIM/E) ─ TIM

# **Volunteering**

* Desperately short of volunteers to **SETUP** tent (4 volunteers so far as of Sep 4)
* Need chasing **worship** teams ─ Israel / Jennifer
* Desperately short of **Stewards** 
  + Weds 20th evening
  + Sat 23rd /Sun 24th evening
  + Mon 25th evening to supplement RFC (TBC)
  + Tues 26th evening to supplment Crossroads (TBC)
  + Fri 22nd and Thurs 28th we only have 2 stewards
* **Nobody** has volunteered to do pack away
* Ministry team has some volunteers but could do with more
  + Weds 27th afternoon
  + Sat 23rd / Sun 24th evenings
  + Possibly some more for Friday 29th evening
* Email all musicians letting them know that they are liable for their own instrument insurance. See this [sample email](https://docs.google.com/document/d/1eN03dhmYvSMokhJbGveBVQTvj7mNiGQbxfVZGuYG7o0/edit)─ **IAN**
* Call Yeldall Manor 0118 940 4411 and ask if they could help in erecting and putting down the tent
* ~~01455 554241 Gideons head office ─ IAN~~
* Arrange for a table for kingdom coffee (via TIM/E) ─ TIM

# Event Preparation (TIM)

* ~~Publicity updates on Facebook ─~~ **~~IAN~~** ~~/~~ **~~TIM~~**
* ~~Assign remaining team leader positions (Stewarding) ─~~ **~~TIM~~**

### ~~Invites.~~

* ~~Check with John Ledger (Greyfriars) which churches he hasn’t sent invite to ie:~~
  + ~~Father O’Shea of St.James? ─~~ **~~IAN~~**
  + ~~Send invite to St James prayer group to circulate ─~~ **~~IAN~~**
  + ~~Speak to Catholic Priest in Tilehurst about 10 Days ─~~ **~~IAN~~**
  + ~~Churches of Wokingham via Jeremy Sharpe? ─~~ **~~TIM~~**
  + ~~Bishop of Reading ─~~ **~~TIM~~**

# Site (TIM)

### Site Miscellaneous ─ Prior to Event

* ~~Obtain council permission ─~~ **~~TIM~~**
* ~~Contact Police to discuss Closed walkie talkie town radio. - Get Police contact from Barry Kirk or Alan Magness? ─~~ **~~Richard~~**
* ~~Contact~~~~Fire Service ─~~ **~~Richard~~**
* ~~Fire extinguishers ─~~ **~~TIM GRANT~~**
* ~~Forbury Gate Access Key -~~ **~~Richard~~**
* ~~Risk assessment from ─~~ **~~Tim Grant~~**
* “?” Badges ─ **TIM**
* ~~4 hiviz yellow Lanyards ─~~ **~~IAN~~**
* Walkie Talkies? ─ **IAN**
* ~~Create 2 PRINT folder for stuff needing printing before the event and bringing ─ IAN~~
* ~~Contact bishop Francis re territorial spirits @9am on the 20th —~~ **~~IAN~~**

### Site Setup

* ~~Get volunteers from signup forms ─~~ **~~IAN~~**
* Arrange Liability Insurance cover (maybe via one of the other churches) ─ **JENNIFER**
* Laying out the tent ─ **TIM the Evangelist**
* Laying out the internals ─ **TIM** / **IAN** / **JAN**

### Site Close down

* ~~Get volunteers (10+) from signup forms ─~~ **~~IAN~~**
* ~~Disposal of Decorating materials & Ark ─~~ **~~JAN~~** ~~/~~ **~~TIM~~**

### Site Handling during Event

#### Donations

* ~~Collection Buckets … borrow or buy? ─~~ **~~TIM~~**
* ~~How should cash handling work? ─~~ **~~TIM~~**
* ~~How to bank donations from the collection? ─~~ **~~TIM~~**
* ~~How is cash being transferred safely each day? ─~~ **~~TIM~~**
* Buy 8 collection buckets B&Q ─ **TIM**
* ~~Buy 2 large cash bags (33cm?) (Staples or online) ─~~ **~~TIM~~**
* Who is responsible for cash handling on each day? ─ **TIM**
* Who is responsible for banking cash each day? ─ **TIM**
* ~~Add banking process to~~ **~~2 PRINT~~** ~~folder~~ **~~─ IAN~~**

#### Pre─evening service

* ~~Site reset procedures … how are we going to get everything ready for evening? ─~~ **~~TIM~~**
* ~~Add SITE RESET PROCEDURES to 2 PRINT folder ─~~ **~~IAN~~**
* ~~What will we need to do for each evening session? ─~~ **~~TIM~~**
* ~~How are we to reset for daytime session? ─~~ **~~TIM~~**
* Pre-evening meeting prayer time ─ **TIM**
* Arrangements for quiet area for ministry team & speaker to prepare themselves? ─ **TIM** / **IAN**

#### Site Layout

* ~~Bus location … where is the bus being kept overnight? ─~~ **~~TIM~~** ~~/~~ **~~DANIEL CARTER~~**~~?~~
* ~~Luke confirmed verbally we can run off their electricity~~ **~~─ TIM the evangelist~~**
* ~~Determine site layout and document (maybe a map) ─ so we can brief security and stewarding ─~~ **~~IAN~~** ~~/~~ **~~TIM~~**
* ~~Determine tent layout and document~~ / map ─ **TIM** / **IAN** / **JAN**

Site Security (TIM? / Bishop Francis?)

* ~~Forbury Gardens Keyholding? ─~~ **~~TIM~~**
* ~~Confirm whether security is just overnight or 24/7 with council and book with Bishop Francis also inform IAN re budget adjustment~~ — **TIM**
* ~~How does the council want security to work 24/7 or just overnight? ─~~ **~~TIM~~**
* ~~Write security briefing for contract staff and voluntary team ─~~ **IAN**
* ~~How will site security work in practice? ─~~ **~~TIM~~** ~~/~~ **~~Bishop Francis~~**
* ~~How do we secure the site overnight? ─~~ **~~TIM~~** ~~/~~ **~~Bishop Francis~~**
* ~~What happens when people are slain in the spirit beyond the end of evening and site closure schedule?~~ ─**~~TIM~~**
* ~~Bus security? ─~~ **~~TIM~~** ~~/~~ **~~RICHARD PRINCE~~** ~~/~~ **~~DANIEL CARTER?~~**
* ~~Daily return of Keys process ─~~ **~~TIM~~** ~~/~~ **~~IAN~~** ~~/~~ **~~Bishop Francis~~**
* ~~Risk assessment from Tim Grant~~
* ~~Write security brief for security guards —~~ **~~IAN~~**
* ~~Add Security brief to 2 PRINT ─~~ **~~IAN~~**
* ~~Fire Safety Officer Meeting / Visit - Richard~~ 10.30am Thursday 21st Sept
* Email security briefing to bishop Francis - **TIM**

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# Communication (TIM & IAN)

* ~~Change volunteer link text on website —~~ **~~IAN~~**
* ~~Ask Luke Lloyd re parking van and bus onsite ─~~ **~~TIM~~**
* ~~Keep RCN Facebook updated —~~ **~~IAN~~**
* ~~Keep 10 Days Of Prayer Facebook page updated —~~ **~~IAN~~**
* ~~Send IAN fasting page details —~~ **~~TIM~~**
* ~~Add page on Fasting to website —~~ **~~IAN~~**
* Create individual events for each day **─ IAN**
* Update facebook and website with final schedule (& topics?) **─ IAN**
* ~~Change hospitality to housekeeping on form~~ **~~— IAN~~**
* [Review Encounter Pack](https://drive.google.com/drive/u/2/folders/0B4q5YDj0qJfoV1NDc2hfZW1uMkE) ─ **IAN/TIM**
* Encounter stuff on website / Partner churches on website?? **─ IAN/TIM**
* ~~Add parking to website —~~ **~~IAN~~**

Finances (IAN)

* ~~Update~~ [~~budget~~](https://docs.google.com/a/jesusdiedfor.me/spreadsheets/d/1o0OCXiOm4Hw63rwIAo7k_OF4H9x1Pl_KC15yBL1Vbd8/edit?usp=drivesdk) ~~with donation from Faith In The Community —~~ **~~IAN~~**
* ~~Add tab to~~ [~~budget~~](https://docs.google.com/a/jesusdiedfor.me/spreadsheets/d/1o0OCXiOm4Hw63rwIAo7k_OF4H9x1Pl_KC15yBL1Vbd8/edit?usp=drivesdk) ~~spreadsheet with income and expenditure analysis tab —~~ **~~IAN~~**
* ~~Confirm whether we are to drop ARK costs from~~ [~~budget spreadsheet~~](https://docs.google.com/a/jesusdiedfor.me/spreadsheets/d/1o0OCXiOm4Hw63rwIAo7k_OF4H9x1Pl_KC15yBL1Vbd8/edit?usp=drivesdk) ~~—~~ **~~TIM~~**
* ~~Update budget with portaloo quote ─~~ **~~IAN~~**
* ~~Adjust~~ [~~budget spreadsheet~~](https://docs.google.com/a/jesusdiedfor.me/spreadsheets/d/1o0OCXiOm4Hw63rwIAo7k_OF4H9x1Pl_KC15yBL1Vbd8/edit?usp=drivesdk) ~~with updated expenditure plan —~~ **~~IAN~~**
* ~~Confirm when we get Springboard grant and how much —~~ **~~TIM~~**
* ~~Collection Permit -~~ **~~Richard~~**
* ~~RCN banking details form and website~~ **~~- IAN~~**

### Funding

* ~~Receive~~ **~~£ 3,000~~** ~~gift from Faith In Community ─~~ **~~TIM~~** ~~/~~ **~~JANET~~**
* Receive **£ 2,000** remaining gift from Faith In Community ─ **TIM** / **JANET**
* Supply Penny Moneycouts banking details for payment of pledge for covering council costs ─ **TIM / IAN**
* ~~Bank~~ **~~£3,000~~** ~~advance from Faith in Community ─~~ **~~TIM / JANET~~**
* Bank **£2,000** remainder from Faith in Community ─ **TIM / JANET**
* ~~Speak to Springboard mid September re grant~~ **~~─ TIM~~**
* ~~Receive~~ **~~£ XXXX~~** ~~gift from Springboard ─~~ **~~TIM~~**
* ~~Speak to potential funders ─~~ **~~TIM / IAN / RICHARD~~**

### Banking

* ~~Ask for Banking details/invoice from Luke Lloyd for Council ─~~ **~~TIM~~**
* ~~Obtain~~ [~~RCN banking details~~](https://docs.google.com/document/d/12VRMZ-cMh7djJfaxpes9pwzTrPM4nhcql_qUfjJJ-0c/edit#) ~~from Janet ─~~ **~~TIM~~**
* Forward [RCN banking details](https://docs.google.com/document/d/12VRMZ-cMh7djJfaxpes9pwzTrPM4nhcql_qUfjJJ-0c/edit#) to donors ─ **TIM**
* Tim to bank the **£60** already received from donations from the half day of prayer event ─ **TIM**
* Pay Tim **£110** for expenditure to put on half day of prayer event last June ─ **TIM / JANET**
* Add line item misc expenditure **£200** ─ **IAN**
* ~~Get banking details/invoice from Tim the evangelist ─~~ **~~TIM~~**
* ~~Get setup volunteers (10+) from signup forms ─~~ **~~IAN~~**
* ~~Handle payment to TIM the Evangelist for tent rental ─~~ **~~TIM~~** ~~/~~ **~~JANET~~**
* Handle payment of fee for Reading Council after event ─ **TIM** / **JANET**
* Book portaloos ─ **IAN / TIM** / **JANET?**
* Pay for portaloos ─ **TIM** / **JANET**
* [File Invoice](https://drive.google.com/open?id=0B8fpRqD6B2Rkdi03UlNNN3UzX0k) for tent ─ **TIM** / **IAN**
* [File Invoice](https://drive.google.com/open?id=0B8fpRqD6B2Rkdi03UlNNN3UzX0k) for Council payment ─ **TIM** / **IAN**
* [File Invoice](https://drive.google.com/open?id=0B8fpRqD6B2Rkdi03UlNNN3UzX0k) for portaloos ─ **TIM** / **IAN**
* [Scan & File Receipt](https://drive.google.com/open?id=0B8fpRqD6B2Rkdi03UlNNN3UzX0k) for daily deposits of donations ─ **TIM** / **IAN** / **?**
* ~~Write up~~ [~~cash handling procedures~~](https://docs.google.com/document/d/1kRZe4B1Z3UzqY-mdUjyJvpL30bvx5hDDGPiqmTuRsNI/edit) ~~─~~ **~~IAN~~**
* Create a banking slip for use with collection ─ **IAN**

# Evangelism Team (Richard Prince & Daniel Carter)

* ~~Speak to Richard Prince & Daniel Carter ─~~ **~~IAN~~**

# Ministry Team (IAN)

* ~~Create SHEETS for each team listing those signed up ─~~ **~~IAN~~**
* ~~Get volunteers from signup forms ─~~ **~~IAN~~**
* ~~Obtain recommendations from Church Leaders ─~~ **~~Admin~~**
* ~~Write ministry briefing notes for circulation ─~~ **~~IAN~~**
* Brief Team on ministry team (prayer, healing, evangelism & deliverance) ─ **IAN**
* Brief on deliverance practices … ( refer to IAN / LIZ / … ) ─ **IAN**
* ~~Add ministry briefing to 2 PRINT folder ─~~ **~~IAN~~**

# Worship (Israel? Richman.)

* ~~Assign Team Leader maybe Israel? ─~~ **~~TIM~~**
* ~~Ask Tim the evangelist for details of PA gear ─~~ **~~IAN~~**
* ~~Get volunteers from signup forms ─~~ **~~IAN~~**
* ~~Obtain recommendations from Church Leaders ─~~ **~~Admin~~**
* Assign worship leaders to individual evenings / daytime slots ─ **JEREMY** / **ISRAEL**
* Coordinate song lists & styles ─ **JEREMY** / **ISRAEL**
* PA training ─ **TIM** / **TIM the Evangelist**
* Sound check arrangements ─ **ISRAEL** / **JEREMY** / **TIM the Evangelist**

# Stewarding (IAN)

* ~~Assign Team Leader ─~~ **~~TIM~~**  ~~(maybe Jeff from All Nations?)~~
* ~~Get volunteers from signup forms ─~~ **~~IAN~~**
* ~~Obtain recommendations from Church Leaders ─~~ **~~Admin~~**
* ~~Schedule volunteers ─~~ **~~???~~**
* ~~Determine stewarding requirements and training points ─~~ **~~TIM~~** ~~/~~ **~~Stewarding Team Leader~~**
* ~~Write stewarding briefing notes for stewarding team leader ─~~ **~~IAN~~** ~~/~~ **~~TIM~~**
* Brief Stewards each evening ─ **Stewarding Team Leader**
* Evening layout procedures ─ **Stewarding Team Leader** / **TIM**
* Add Stewarding brief to 2PRINT folder ─ **IAN**

# Housekeeping (Averil)

* ~~Assign Team Leader ─~~ **~~TIM~~**
* ~~Get volunteers from signup forms ─~~ **~~IAN~~**
* ~~Obtain recommendations from Church Leaders ─~~ **~~Admin~~**
* Determine cleaning requirements ─ **AVERIL**
* Determine how to dispose of rubbish / recycling ─ **TIM** / **AVERIL**
* Arrangements for Transport of housekeeping supplies ─ **TIM** / **AVERIL**
* Portaloo cleaning schedule ─ **TIM** / **AVERIL**
* First Aiders ─ **TIM?**
* ~~Police ─~~ **~~RICHARD~~**
* ~~Borrow a box ad gloves from Malc Pierce ─~~ **~~IAN~~** ~~(Malc to bring on the 20th to RCN)~~
* Need a first aid kit ─ **TIM / AVERIL**

# Decoration (Jan & Kathy)

* ~~Assign Team Leader ─~~ **~~TIM~~**
* ~~Create & transport artwork ─~~ **~~JAN~~**
* ~~Robert’s artwork creation, transport and disposal ─~~ **~~TIM / ROBERT~~**
* ~~Easels for artwork? ─~~ **~~JAN~~**
* ~~Create picture of Ark ─~~ **~~TIM~~**
* ~~Create & transport decorations ─~~ **~~JAN~~**
* ~~Plan for disposal of decorations ─~~ **~~JAN~~**
* ~~Ensuring site cleared of decorations and artwork ─~~ **~~JAN~~**
* ~~Get volunteers from signup forms ─~~ **~~IAN~~**
* ~~Obtain recommendations from Church Leaders ─~~ **~~Admin~~**
* Schedule decoration time on the 20th Sept ─ **JAN**
* Schedule clearing time on the 27th Sept ─ **JAN**
* Decide layout *within constraints of stage/pa & ministry area* ─ **JAN**
* Decorations from Trace Taylor (up north) ─ **TIM**

# Post Event Closedown (TIM)

* Record what went well, what could have been done better … just in case God wants us to do this again or to advise others ─ **TIM** / **IAN**
* Establish that all bills have been paid ─ **TIM**
* Determine surplus donations total ─ **TIM** / **IAN** / **JANET**
* Arrangements for small prayer meeting to ask God who to donate to from surplus ─ **TIM** / **IAN**
* Hold Prayer meeting re surplus donations ─ **TIM** / **IAN**
* Communicate donations to those who God wants us to bless ─ **TIM** / **IAN**
* Write cheques or obtain banking details, then send money to those who we are to donate to ─ **TIM** / **IAN** / **JANET**
* Pray about what is next ─ **TIM** / **IAN**
* *Prepare for something bigger !!! ─* ***TIM*** */* ***IAN***

Discussed with Richard, Tim & Ian

* Contact Fire service aka tent in Forbury (Richard) **─ RICHARD**
* ~~Contact Police~~ **~~─ RICHARD~~**
* ~~Arrange Money Collection licence~~ **~~─ RICHARD~~**
* Coffee/water for volunteers **─ RICHARD**
* Fire Safety **─ RICHARD**
* Fridge & Microwave **─ AVERIL**
* ~~Power in bandstand confirmation from Luke (council)~~ **~~─ RICHARD~~**
* ~~Email Luke about wheelie bins~~ **~~─ RICHARD~~**

During 10 Days

* Send out a prayer on theme of the day for the nation to pray with us. Send to Las at Prayer4uk today to distribute.

Accounts and Pages

|  |  |
| --- | --- |
| Google Account | 10daysreading@gmail.com |
| 10 Days of Prayer website | <https://www.facebook.com/10daysreading/> |
| Google Drive | <https://drive.google.com/drive/u/0/folders/0B8fpRqD6B2RkSTU1R2NkQ2dQNkU> |
| Facebook Username  (setup on IAN’s account with TIM as joint admin) | @10daysreading |
| Facebook Page | <https://www.facebook.com/10daysreading/> |
| Event list | <https://www.facebook.com/pg/10daysreading/events/?ref=page_internal> |