

## Blessing of the Animals Support Material

### Instructor Timeline

- I. Year Before Event (whenever master calendar is created):
  - A. Determine when it is appropriate to have the animal blessing, preferably sometime around St. Francis of Assisi Day (October 4<sup>th</sup>).
  - B. Confirm use of garden or building area on church calendar.
  
- II. 6-7 weeks prior to event:
  - A. Secure a meeting room and time for the first planning meeting.
  - B. Find out if there is a budget for this event and how much it is.
  - C. Email everyone in class with meeting time, date & location.
  - D. Encourage them to start creating a mental picture of what they want this event to look like & bring their ideas to the meeting.
  
- III. 5-6 weeks prior to event: Brainstorming Meeting (1 - 1 ½ hours)

Supplies: Flipchart or wipe erase board, pens, meeting agenda.

  - A. Pray in.
  - B. Explain purpose & agenda of meeting (create a handout or use chart)
  - C. Brainstorm event.
    1. Use flipchart to document ideas.
    2. Have someone take notes & agree to type them up and email to everyone after the meeting in a timely manner.
  - D. Begin creating event:
    1. Outline of what will take place
    2. Timeline of what needs to be done
      - a. Advertising (CSL newsletter, Sunday Bulletin, announcements @ pulpit, Willow Glen Times, Willow Glen Resident). Consider

that newspapers will need 3-4 weeks notice, the newsletter will need written materials before the end of the prior month and Rev. David will need 2-3 weeks advance notice for the Bulletin and request for pulpit announcement.

- b. Consider that published materials to hand out to visitors may take 1-2 weeks for printing.
  - c. Rented or borrowed items may need to be reserved in advance.
- E. Allow people to take on tasks that speak to them:
1. Ask the group what they want to do about items that are not chosen by anyone.
  2. Find a person or duo that will assume leadership for this event. They will coordinate information and ensure that everything is flowing smoothly.
- F. Schedule next meeting (1-2 weeks, considering when the event date is).
1. Allow someone to secure the meeting room and notify everyone.
  2. Inform everyone that if they assumed a task they should research what is necessary for their part of the event or begin to create whatever they offered to create.
  3. Have the group determine what should happen at the next meeting. Should they bring in finalized things or rough ideas (i.e. if someone offered to make a flyer does s/he need to bring in the final copy for approval and editing or can s/he bring in several ideas for the group to decide on and then come back later to the group for final approval and editing?)
- G. Stay on time. Start on time & end when the meeting is scheduled to end.
- This is the first event the class will produce as Practitioners-Awaiting-License. This is the time to cement the pattern of timeliness for meetings, classes and events.

- H. Pray Out
  
- IV. One to two weeks after first meeting: Firming-Up Meeting
  - A. Meeting to finalize ideas and firm up who will do what (1 - ½ hours)
    - 1. Discuss what people discovered in researching their part
      - a. Monetary issues.
      - b. 'If this/then that' issues (ex. If we borrow this, then someone with a truck has to get it/return it but if we rent it then it will be delivered)
      - c. Edit event as necessary: add or delete things.
    - B. Walk thru garden area to determine staging and items needed (tables, chairs, signs, accessibility, trash, bathrooms, etc...).
    - C. SWOT
      - 1. Brief explanation of SWOT (bring explanation handout)
      - 2. Get facilitator for SWOT:
        - a. Allow someone in the class to find someone to facilitate.
        - b. Find the facilitator yourself if the class is too unfamiliar with the concept of a SWOT or if no one knows how to go about this.
  
- V. In class: 5-10 minute check in with group to see if anyone is having challenges or needs assistance
  
- VI. Week before event - walk thru rehearsal in garden