

Programming Meeting SOP

PURPOSE

The purpose of this Programming SOP is to create alignment, accountability, and clarity across all departments involved in church services, events, and programming. This process ensures effective communication, proactive planning, and organized execution while helping teams stay unified around upcoming services, creative direction, and ministry goals.

1. Pre-Meeting Responsibilities

Before each programming meeting, all team members are expected to:

- Respond to any questions pertaining to their role prior to the meeting
 - Review all assigned deliverables and provide updates as needed
 - Add updates to the weekly **HOT | NOT | NEXT** review, including:
 - High-level wins
 - Misses or areas for improvement
 - Applicable notes for services and events
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2. Meeting Flow & Agenda

Opening

- Prayer
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Departmental Updates

- Departmental goals
 - Stories and wins
 - Communications updates
 - Review service analytics
 - Attendance insights
 - Engagement and reach metrics
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Programming Review

HOT | NOT | NEXT

Review key takeaways and updates for:

- Wednesday Services
 - Sunday Services
 - Events
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Cue Sheet Review

- Wednesday Cue Sheet Review
 - Weekend Cue Sheet Review
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Forward Planning

Review the next 30 days, including:

- Next Weekends Sunday Service Overview
 - Special events (Next Tier One)
 - Programming needs or gaps
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New Business

- New updates
 - Adjustments
 - Questions or clarifications
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3. Post-Meeting Follow-Up

After each meeting, a Meeting Capture should be sent to the team including:

- Next steps
- Assets needed
- Deliverables
- Assigned owners for each action item