

# PROGRAMMING (SOP)

## 1. Pre-Meeting Responsibilities

- Respond to any questions pertaining to your role **prior to the meeting**
  - Review all assigned **deliverables** and respond as needed
  - Add updates to **HOT | NOT | NEXT** from the previous week:
    - High-level wins
    - Misses or areas of improvement
    - Applicable to events and services
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## 2. Meeting Flow & Agenda

### Opening

- Prayer

### Departmental Updates

- **Departmental Goals**
- **Stories / Wins**
- **Communications Updates**
  - Review service analytics
  - Attendance, engagement, and reach insights

### Programming Review

- **HOT | NOT | NEXT**
  - Wednesday Services
  - Sunday Services
  - Events

### Cue Sheets

- **Wednesday Cue Sheet Review**
- **Weekend Cue Sheet Review**

### Forward Planning

- Review the **next 30 days**
  - Upcoming services
  - Special events

- Programming needs or gaps

## **New Business**

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

- **Meeting Capture** is sent to the team, including:
  - Next steps
  - Assets needed
  - Deliverables
  - Assigned owners