

MINISTRY PARTNER PLAYBOOK

FOR ADMINISTER JUSTICE PRESENTATIONS

60 DAYS

- Choose Date/Time of Presentations
Administer Justice (AJ) and Ministry Partner (MP) meet to choose the date and time for the presentation. If the region warrants two meetings in two locations (because of the number of pastors), decide on a second date/time/location. Goal is for the meetings to have 15 to 40 attendees. Adjust timeline accordingly.
- Choose the Location
It's helpful if the MP suggests central locations that have AV set up for a speaker and presentation (including videos) that might work. If desired, AJ will reach out to the locations and coordinate meal details (restaurant, menu, and/or catering).
- Create Registration
If desired, AJ will create event(s) in Calendly so people can easily register and receive automated reminders (and follow-up emails).
- Create List of Invitees
MP creates list of pastors and gathers contact info.

45 DAYS

- Invite Pastors to attend
AJ or MP sends out initial email invite (using template provided by AJ) to pastors by email with link to register.
- AJ confirms AV setup at host location.

30 DAYS

- AJ provides updated list of current registrants to MP.
- MP sends follow-up email (perhaps include a short video invitation).

15 DAYS

- AJ provides updated list of current registrants to MP.
- MP sends final email invite.
- MP makes follow-up calls (if possible) to key churches/pastors.
- AJ schedules one-on-ones with pastors who are unable to attend but interested.

7 DAYS

- AJ or MP confirm numbers with restaurant/caterer.

