

Bishop's Deanery Visit Event Planning

Page 1 Guidelines

Page 2 Information to return to the bishop / planning team

Download the '**Deanery Visits Planning Resource**' from our website [here](#). This has a lot more information than can be included here, including suggestions of types of event. This web page will also carry an increasing number of **other resources**.

Here is a short extract from the planning resource to help individuals or groups planning an event

What is a recipe for a potentially fruitful evangelistic event or activity?

PRAYER Ask God to guide you in choosing an event
Pray for wisdom & boldness in planning it
Engage the church in praying for non-Christians ('Pray for five' may help)
Ask at the outset: **what is the aim of our event?**

ENGAGE Make sure you communicate well & in good time to the congregation
Encourage them to make personal invitations to friends
An evangelistic event with no 'outsiders' falls short of what you want!

PUBLICISE Communicate well to those outside of church
Don't forget social media – and local media where appropriate

PLAN WELL Think through how to run the event well & to give a warm welcome
Decide on the 'chilli rating' (see below)
Communicate details back to the bishop / visiting team

NEXT STEPS Coming to faith is often a journey; what next steps can you offer?
Do you want to plan another event & have invitations ready?
Could you invite people to explore Christian faith (via Alpha, etc.)?
Do you need literature to give them (Gospels, children's booklets, etc.)?

Chilli rating the planning resource has a fuller description

One chilli Ideal for first contact with new groups. Smaller amount of Christian content
Two chillies Events that say more about the Christian faith & invite people to explore further
Three chillies Clear presentation of the gospel with an opportunity to respond to Jesus

Please be brave: don't go for just one chilli events!

Timescale / deadline

In order to give you time to invite people and also for our bishops / team to prepare for events, please aim to send this form back at least **ONE MONTH BEFORE** the event.

This might sound a long time but it will give you the time you need to publicise and invite. If we need to ask others to join the visiting team, it also gives us time to do this.

If you have any questions, contact me: john.hibberd@sheffield.anglican.org

Deanery:

Date:

Host church:

Key contact's name:	
Phone:	
Email:	
Name of the event & brief description	
Is this an existing event or something new?	Existing / new
What is the 'chilli rating'? (see explanation above)	One / two / three
Practical information:	Event venue & postcode: Start time: Finish time:
How would you like the bishop / visiting team to assist you? A talk, testimony, chatting, other?	
Any specific skills or knowledge needed in the visiting team?	
Who will you be inviting? An estimate of likely numbers	
What would be the likely next step(s) for someone who comes to this event?	
Please provide an outline of the running order / event description	
Do you require Gospels and / or children's literature?	

Please return this form to: John Hibberd, john.hibberd@sheffield.anglican.org

And a copy to your Area Dean / whoever is overseeing planning in your deanery