

PROCESS TIMELINE

Commit to participation in RenewalWorks (RW)

- Discuss, explore, and present RW to vestry, clergy leadership.
- Select Spiritual Life Inventory (SLI) launch date.
- Sign up for RW at www.renewalworks.org and pay \$500.
- Receive electronic copies by email of the Facilitator Guide and Participant Workbook; three copies of the book *Footsteps* will be sent by mail from Forward Movement—review these materials.
- Announce RW initiative to parish and staff.
- Create a plan to publicize RW initiative to parish over the next four months.

1-2 months prior to Spiritual Life Inventory launch date

- Create a 9-24 person Workshop Team (similar to a rector search committee) and appoint a Facilitator and Administrator.
- Set dates for the four Workshops
- Communicate to the parish details of the SLI and encourage participation.
- Link a sermon to the concept of spiritual growth.
- Notify RW if you think you will need to provide paper copies of the survey to certain members of your congregation.

7-10 days before SLI launch date

- RW staff will email a link to the SLI.
- Ask vestry and clergy to complete survey ahead of launch date (this will make sure the link is working and allow leadership to be familiar with the SLI prior to the congregation receiving it).
- Communicate to parish details of the SLI and encourage participation.

Week 1 – Launch date

- Email the SLI link to all parishioners.
- Communicate about SLI at staff meetings, ministry meetings, weekly services and in church publications, websites, emails, social media, etc.
- Include this process in Prayers of the People and invite parishioners to pray on their own for this work.
- Charge leaders of every committee/team/ministry in the congregation to personally remind their members to participate in taking the inventory.
- Receive participation results from RW staff.

PROCESS TIMELINE (CONTINUED)

Week 2

- Communicate at staff meetings, ministry meetings, weekly services and all communications.
- Continue to include in Prayers of the People.
- Receive participation results from RW staff.

Week 3

- Communicate at staff meetings, ministry meetings, weekly services, and all communications.
- Continue to include in Prayers of the People.
- Close SLI on 4th Sunday and the end of the 3rd week.
- Remind Workshop Team to read Footsteps.

Week 4

- Administrator and Facilitator watch online video and participate in conference call with RW staff about preparing for Workshop 1.
- Prepare materials for Workshop 1 (including copies of Participant Workbook for each team member).
- Administrator and Facilitator watch online video and participate in conference call with RW staff about preparing for Workshop 1.

Week 5: Workshop 1

Week 6

- Administrator and Facilitator watch online video and participate in conference call with RW staff about preparing for Workshop 2.
- Facilitator and Senior Clergy sign up for a conference call appointment to discuss SLI results with RW staff.

Week 7

- Rector or other Senior Clergy (e.g., priest in charge, vicar) will receive SLI findings and review those findings via conference call with RW staff prior to Workshop 2.
- Prepare materials for Workshop 2.

Week 8: Workshop 2

PROCESS TIMELINE (CONTINUED)

Week 9

- Prepare materials for Workshop 3
- Administrator and Facilitator watch online video and participate in conference call with RW staff about preparing for Workshop 3.
- Appoint subgroup to create vestry report.

Week 10: Workshop 3

- Announce subgroup charged with creating vestry report.

Week 11

- Prepare materials for Workshop 4
- Administrator and Facilitator watch online video and participate in conference call with RW staff about preparing for Workshop 4.
- Subgroup prepares draft of vestry report

Week 12: Workshop 4

- Present draft of vestry report to the workshop team and collect feedback.

Week 13-16

- Present workshop team findings to Vestry, staff, other leadership groups.
- Establish an implementation plan, which might mean creating a committee or permanent ministry to continue the work of spiritual growth.
- Phone call with RW staff to share findings, plans and feedback.