

# SUCCESSION FRAMEWORK

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## Sample Leadership Gathering Agenda

Time	Activity
6:00 – 6:20	Arrive, mingle, find seats
6:20 – 6:30	Meal Instructions and Prayer
6:45 – 6:50	Opening Comments <ul style="list-style-type: none"><li>- Formal Welcome (Retiring ministry leaders)</li><li>- Keep eating</li><li>- Overview of the meeting</li></ul>
7:00 – 7:05	Transition Comments <ul style="list-style-type: none"><li>- 10 minute countdown until the meal time is over</li><li>- Instructions on where to meet (if in a different location than the meal)</li></ul>
7:15 – 8:25	Succession Strategy Presentation <ul style="list-style-type: none"><li>15 Minutes – WHY?</li><li>15 Minutes – HOW?</li><li>15 Minutes – WHAT?</li><li>15 Minutes – Q&amp;A</li><li>10 Minutes – Prayer Time</li></ul>
8:25 – 8:30	Closing Comments

## The Role of the Facilitator

The Facilitator is responsible for keeping the session moving and on schedule. It helps if they have the ability to inject a sense of fun into the meeting. Ideally this person will be an elder or someone on the transition planning team and is respected within the ministry.

## After the Gather Session

You won't have time to respond to every question presented. Give clear instruction on how people can submit additional questions in the days following the meeting. Make sure to give a clear timeline.

Collect the questions you gathered in the meetings along with the ones submitted afterwards. Consolidate the questions and answers into a FAQ document that will be provided as a follow up to everyone invited. You may also consider using this document later in the process.