

# Delegation Planning Worksheet

Nightly Opening

<b>Description of Project</b>		<b>Delegated to</b>
To make sure the building is open: Lights on, heat turned on, and doors unlocked as well.		Deacons
<b>Significance of project and relative priority to other projects</b>		
The biggest thing we want to avoid is a cold or dark building as the guests or helpers are coming in.		
<b>Objectives/Results Expected</b>		<b>Completion Deadline</b>
Turn on all lights in building (hallways to bathrooms, office, lobby, Worship Center) Turn on parking lot lights (if needed) Unlock all front doors and other needed doors Secure the building Turn off the alarm Turn on heat – at least 40 minutes before start of meeting time		
<b>Resources Available (people, time, money, training, etc.)</b>		
Pastoral Staff, Office Staff, Deacons		
<b>Authority granted to complete Project (over resources, budget, etc.)</b>		
<b>Identification of parties to notify about delegation of authority (parties affected)</b>		
Pastoral Staff		
<b>Potential Obstacles and Solutions</b>		
Everyone is gone, but the speaker, who is talking to someone: Turn off all lights, except where they are, and a lighted pathway to the front door. Make sure the front doors are locked. Make sure they know how to set the alarm.		
<b>Ideas for Project</b>		
<ol style="list-style-type: none"> <li>1. A team of 4-6 people.</li> <li>2. Each person serves one night per week</li> <li>3. Might be a different person than Closing Person, to avoid burnout</li> <li>4. If someone is there before they get there, just double-check things</li> <li>5. If someone is there before they get there, regularly, it's okay to ask them to do pieces of this and save time.</li> <li>6.</li> </ol>		
<b>Checkpoints of Major Activity Completion</b>		<b>Target Dates</b>
1. Schedule Created		October 20
2.		
3.		
4.		

<b>Communication Plan</b>		
<b>Parties to Keep Informed</b>	<b>Method</b>	<b>Frequency</b>
Pastors	Email, phone or text	Weekly who is doing this