

# Sheffield Methodist Circuit

## Circuit Plan Card Instructions

To help with the preparation of the next preaching plan, please complete and return your Plan Card to the Circuit Office by post, online form, or as a Word document.

### Why the Plan Card is Important

- It ensures that you are only planned at the times you have offered.
- It helps us plan for the correct number of appointments and only at the churches you have specified.
- The Notes section can be used to give specific instructions, such as: *No consecutive Sundays or details of any pre-arranged appointments.*

Using the plan card helps to reduce extra work for the admin team and prevents mistakes or oversights in the plan-making process.

- Enter the total number of appointments you are willing to offer, including any pre-arranged appointments.
- If you are happy to offer appointments in the early morning, afternoon and/or evening alongside normal morning appointments, please indicate this in the 'Maximum appointments per Sunday' box.
- Please enter ticks in the boxes for the dates where you are available, leaving the others blank. For example, if you are available on the 21st December in the morning and afternoon, please enter a tick in that row in both the morning and afternoon columns.
- On the reverse of the card, please circle any churches you are willing to visit, including any churches where you have been invited.
- Plan makers work on the large planning 'grid' made up of individual 'tiles' that represent a month, date and time at a particular Church in the quarter. When the plan maker clicks on a tile, only preachers who have added their availability for that date, time and place will be visible, and therefore able to be planned.
- If you receive the Plan card by email please note that it is in PDF and Word format for your convenience. You can fill in the word version and email it back to the office. However please avoid only sending an email without the Plan card attached.