

PAC Member / MINISTRY DIRECTOR (non-State/non-Area) – QUARTERLY CHECKLIST

FLORIDA CONFERENCE PAD - OFFICIALLY APPOINTED VOLUNTEER (OAV) – Pathfinders and Adventurers

(Circle one) - **Q1** (Jan-Mar) **Q2** (Apr-Jun) **Q3** (July-Sept) **Q4** (Oct-Dec) // Year – 20 ____

The following are the basic responsibilities for a PAC – Ministry Director IN THE FLORIDA CONFERENCE.

Your MAIN Goal is to: Plan/Run/Support Events and Organize/Meet/Support Your Committee Members on a Regular Basis. Completing the checklist below will help you reach this goal and stay on target during the year.

MY BIG THREE: We strongly suggest that at least TWO weeks before EACH new quarter begins, every PAC Member would make time to fill out the page – **MY BIG THREE** – a planning tool (OAV info web page) to you know what to focus on in the next Quarter (about 90 days). This will be the basis for your Quarterly/Annual Review with the PAD. More importantly it will help you put your energy into what is most important.

WEEKLY

(Plan on 10 - 30 minutes weekly to complete these tasks)

- ☐ Yes ☐ No Did you PRAY FOR upcoming events / Committee Members?
☐ Yes ☐ No Did you PRAY WITH at least ONE of your Committee Members or another PAC member?
☐ Yes ☐ No Did you invest at least five minutes to make/review a schedule of when you will contact/support/visit your Committee Members or work on planning a time to plan?

MONTHLY

(Plan on 30 – 90 minutes weekly to complete these tasks)

Calendar / Events / Registration

- ☐ Yes ☐ No -Did you review your calendar to see what events are coming up?
☐ Yes ☐ No -Have you checked with the office re: setting up the registration page for your event?
☐ Yes ☐ No -Have you reviewed the dates/deadlines with the office/PAD Secretary?
☐ Yes ☐ No -Do you have all the info for your events ready so you can OPEN 3 months before event?
☐ Yes ☐ No -Have you developed a plan to promote your event?
☐ Yes ☐ No -Have you considered – Newsletter/Social Media/Video Promo? Other?
☐ Yes ☐ No -Have you met with AA's in their monthly meeting with State Admin to share details?

What pre-planning can you start doing? Gather details/communicate to the office: _____

Committee

- ☐ Yes ☐ No -Did you plan a committee meeting?
☐ Yes ☐ No -Did you create the agenda for a committee meeting?
☐ Yes ☐ No -Did you meet with your Committee this month? ☐ In Person ☐ Zoom
☐ Yes ☐ No -Did you assign committee members tasks/follow up with them outside of the meeting?
☐ Yes ☐ No -Did you follow up on your responsibilities from the committee meeting?
☐ Yes ☐ No -Did you select someone to mentor on your committee? Someone who could take your place one day?
☐ Yes ☐ No -Did you integrate the values of A New Kind of Leader in your committee meeting?
☐ Yes ☐ No -Did you put into practice the values of A New Kind of Leader in your event planning?

PAC

- ☐ Yes ☐ No -Have you thought about who in PAC you could connect with to support/get support?
☐ Yes ☐ No -Did you submit a monthly Report/Reimbursement form to PAD?

PAC Member / MINISTRY DIRECTOR (non-State/non-Area) – QUARTERLY CHECKLIST

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QUARTERLY

(Plan on four (4) – six (6) hours monthly to complete these tasks)

-YMMS

- ___ Yes ___ No Did you log in to your YMMS account?
- ___ Yes ___ No -Have you “researched” to see if Clubs have kids that could/should attend your events?
- ___ Yes ___ No -Do you have all Areas represented? Analyze which Areas are registering for your events?
- ___ Yes ___ No -Have you considered emailing the Clubs that do support your events to thank them?
- ___ Yes ___ No -Did you reach out to the Area Admin for help in promoting your activities?

-Evaluation

- ___ Yes ___ No -Are you getting the results you desire/prayed for? Why? Why not? How can you adjust?
- ___ Yes ___ No -Are there events you need to stop doing? Start doing?
- ___ Yes ___ No -Do you need support from other PAC members? Have you contacted them?
- ___ Yes ___ No -Did you contact the PAD Office? ___ Secretary ___ PAD Director ___ PAD Associate
- ___ Yes ___ No -Did you connect with Club Directors to get feedback re: past/future events from them?

-What is working / not working with the events you plan? Why? _____

-Where do you need to involve your SA/AA's more? _____

-What resource(s) do you need from the PAD to improve how many kids you can reach? _____

-If you stopped doing what you're doing, what would be the result? Would it be missed? Why? _____

- ___ Yes ___ No -Are you actively building a relationship w/ someone you can mentor to do what you do?
- ___ Yes ___ No -Did you use the mentoring resources @ www.floridaconference.com/OAVinfo ?

- ___ Yes ___ No -Did you write your quarterly report for PAC? Submit it two weeks before PAC meeting?
- ___ Yes ___ No -Did you include/reference how you're implementing “A New Kind of Leader” principles?
- ___ Yes ___ No -Did you use the OAV Quarterly Checklist this quarter?

- ___ Yes ___ No -Did you reflect on what would make your committee stronger? Is anything missing?
- ___ Yes ___ No -Did you connect with someone to be a potential addition to your committee?

- ___ Yes ___ No -Did you attend your home church at least ONCE/month as a church member with your family? We want our PAC members to still have a presence in their local church.
- ___ Yes ___ No -Did you pray regularly for guidance to best lead this ministry forward and draw kids closer to Jesus and give them leadership opportunities thru this ministry?