



The **Methodist** Church

High Wycombe Circuit (23/27)

Plan Schedule

& Distribution

September 2009

to

August 2010

&

Sharing / Distributing

Information

Version 2

Prepared by Iwona Sagajillo-Batterberry

29th July 2009

Availability Forms:-

Issued via email containing link to website to Staff, Local Preachers & visiting preachers, unless otherwise requested to send by post. See below.

Plan Quarter	Links / forms issued	Return dates
December to February	August 2009	9th October 2009
March to May	November 2009	8th January 2010
June to August	February 2010	9th April 2010
September to November	May 2010	9th July 2010

Returns to be made directly to David Miller unless otherwise requested to do so.

Please supply name, address and telephone number of visiting preachers.

Availability forms sent by post to:-

1. All specified visiting preachers as advised plus Mr Tony Cooper (local preacher from another denomination)
2. Michael E R Brittin, David Hunter, Michael Webb (see 3x7 labels wycombe preachers.doc in the Plan directory)

Special Requests:-

Issued via email containing link to website to Staff and Senior Stewards unless otherwise requested to send by post. See below.

Plan Quarter	Links / forms issued	Return dates
December to February	August 2009	9th October 2009
March to May	November 2009	8th January 2010
June to August	February 2010	9th April 2010
September to November	May 2010	9th July 2010

Returns to be made directly to David Miller unless otherwise requested to do so.

Please supply name, address and telephone number of visiting preachers.

Special request forms sent by post to:-

1. Mr M Gilbert (M/B), Mr J Lisley (C/H), Miss E Twitchen(L/E).

Forthcoming events:-

Issued via email containing link to website to Staff and Senior Stewards unless otherwise requested to send by post. See below.

Plan Quarter	Links / forms issued	Return dates
December to February	August 2009	9th October 2009
March to May	November 2009	8th January 2010
June to August	February 2010	9th April 2010
September to November	May 2010	9th July 2010

Returns to be made directly to the Administrator, Iwona Batterberry unless otherwise requested to do so

Please include details of the event, date, time and venue

Processing the plan: -

The aim is to distribute the plan by no later than 4 weeks in advance of the new quarter.

Plan Quarter	Staff meeting to schedule	Admin processing
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December to February	14th October 2009	20th October 2009
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March to May	13th January 2010	19th January 2010
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June to August	14th April 2010	20th April 2010
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September to November	13th July 2010	19th July 2010
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Returns to be made directly to the Administrator, Iwona Batterberry unless otherwise requested to do so

Please include details of the event, date, time and venue

Proof reading - To be carried out in the same week as processing
By David Miller & Norman Donkin

Final changes to be made by the final Monday in the month

Printing - File to be emailed to David Sparks for printing on the last Tuesday of the month

Distributing the Plan to the Churches: Where possible the Plan will be distributed at a Circuit meeting, otherwise some will be delivered and others posted.

Church	Number to print	Arrangement
The Avenue	60	Post Ken Wise
Cryers Hill	20	Not specified
Downley	28	Not specified
Flackwell Heath	40	Not specified
Holmer Green	30	Post Colin Haddock
Lane End	20	Post Betty Twitchen
Marlow	50	Not specified
Marlow Bottom	30	Not specified
Naphill	40	Not specified
Stokenchurch	20	Not specified
Tylers Green	25	Post Peter Stevens
Wesley	75	Advise & collect
Local / visiting Preachers	40	
Staff	5	
Chair of Synod	1	
Synod Secretary	1	
Roy Slocombe	3	
Norman Donkin	2	
Iwona Batterberry	20	

If you would like to amend the number your church receives please inform the administrator, Iwona Batterberry directly on 01628 482673 or email her at circuit.administrator@highwycombemethodist.org.uk

Distributing the Plan to the Staff (e:dist list 1), Preachers (e: dist list 2) & Visiting Preachers.

- Staff:** Email link & 1 hard copy
Email word file to Mike Hill
- Chair of Synod:** Email link **Synod Secretary:** Post
- Circuit Stewards:** Email link
- Circuit Treasurer:** Email link
- Circuit Meeting Secretary:** Post 3 copies
- Lay workers:** Email link
- Visiting Preachers:
& local preacher from
another denomination** Post together with expenses claim form &
availability form for next quarter unless requested
not to by DM.

Post unless specified

Local preachers - as from September 2009

Kenneth J Peatey	Post
Ralph Downes	Post
Michael E R Brittin	Post
David C Church	
Peter Stevens	
Barbara Sparks	Email
David Hunter	Post
Jeffrey Orange	
Stephen Cotton	
David Sparks	Email
Graham Luscombe	
Michael V Webb	Post
Beryl Taylor	Email
Nigel Sweet	Email
Elizabeth Miller	
Pamela Sweet	Email
Roberta Lunt	Email
Terry Hurst	Post update email add.
Mary Blow	Email
Ken Kingston	
Joanne Kingston	
Linda Raddon	Email
Carolyn Luscombe	
Irene Bell	Email
Michael Warden	

Distributing notices via High Wycombe Notices

It has arrived!

For those who use email to receive notices, messages and documents which have often clogged up your email or been difficult to download, this may be good news and help to improve how this works. For those who do not use email, nothing changes it will arrive as it always has.

During September you will receive a message from Google confirming that you have been joined to 'HW-Notices'. The email you receive should provide you with enough information to get you into HW Notices. For the time being this site will have information posted to it from David Miller & myself. In the future we will provide some individuals with the ability to post messages / notices there too.

There are several benefits to using this method of distributing notices. It will stop duplicate emails being received for those who are on a number of distribution lists and it will provide others with the opportunity to keep track of notices themselves in future.

I wish to make the transition to this means of distributing general non confidential information as easy as possible. To that end I would like to encourage you to either phone or email me with any concerns / queries you may have about this.

Finally, once we have everyone on board and any teething issues resolved, then we will provide access to all Church members should they wish to do so.

Thank you for working with me to improving our circuit communication.

Yours in Christ
Iwona Sagajllo-Batterberry
01628 482673
circuit.administrator@highwycombemethodist.org.uk