



COMPANY ANNUAL PLANNING GUIDE

For the advancement of Christ's Kingdom.



14TH
VIC
WERRIBEE



PURPOSE

Boys' Brigade is not a simple ministry and can be difficult to organise, however, having an annual planning meeting helps to make that job easier. By having an annual plan for your company officers have more time to plan their activities and parents have more notice of company events. Also an annual planning meeting is a great opportunity to re-focus the direction of your company towards the primary aim of all of BB: the advancement of Christ's Kingdom.



HOW TO USE

This guide has X steps which should cover everything a company needs to plan for. Under each step there are a series of dot points which give more details about what to cover in each step.

It is important to remember that every company is different, so there may be extra steps that need to be added in or changes made for this guide to suit your company.

DOCUMENT INFO

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▶ STEP 1: LOOKING BACK

A chance to look back and reflect on the past year.

- Captain to present attendance statistics
- Captain to present company finance report
- Brainstorm of things done well
- Brainstorm of things not done well
 - Solutions to fix these in the next year
- Discussion of any major incidents

▶ STEP 2: THE BOYS

A chance to discuss the boys (the reason for brigade)

- How have the NCOs performed in the past year?
- How have the Squad Leaders performed?
- Are there any boys that should be promoted?
- Do any officers have any concerns about the boys?
 - This could be any broad concerns from behavioural concerns to welfare concerns.
- Are there any changes needed to the squads?
- This may be an appropriate time to pray for boys or note down prayer points for the end of the meeting.

▶ STEP 3: ANNUAL EVENTS

A chance to go through company and state events

- What state events is your company going to attend?
 - The State Calendar should be released before Jan 1
- What events is your company going to run for Seniors? And when are they going to run?
- What events is your company going to run for Juniors? And when are they going to run?
- What events is your company going to run for Anchors? And when are they going to run?
- Appoint an officer (or officers) to be in charge of organising each event.

STEP 4: WEEKLY PROGRAM

The next step is to plan out your weekly program.

- Which officers have planned absences during the year? eg a holiday or surgery booked in
- What achievements do we want to run for Anchors?
- What achievements do we want to run for Juniors?
- What achievements do we want to run for Seniors?
- Use a template like the one below for each term for each section and plan out what weeks each achievement will run.
- The rest of the rostering does not necessarily need to be sorted during this meeting.
 - Devotion topics can be delegated to the chaplain
 - The captain can then schedule officers into other parts of the program.

SENIORS	Week	19	20	21	22	23	24	25	26	27	28
	Date	12/07/2022	19/07/2022	26/07/2022	02/08/2022	09/08/2022	16/08/2022	23/08/2022	30/08/2022	06/09/2022	13/09/2022
Time											
6.00pm	Hall OIC / NCO	Drill Practice CS	Drill Practice CS	Drill Practice AR	NCO Council AR	Drill Practice AR	Drill Practice CR	Drill Practice CR	Drill Practice AR	NCO Council AR	
7.00pm	Hall OIC / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	Opening Parade DF / NCO	
7.10pm	Badge Room OIC / NCO	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	Squad Time Squad Leaders	
7.25pm	Hall Activity OIC / NCO	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	Drill Squad drill NCOs	
7.45pm	Badge Room Activity OIC / NCO	Achievements Life Skills IT	Achievements Public Speaking DF	Achievements Public Speaking DF	Achievements Public Speaking DF	Achievements Public Speaking DF	Achievements Public Speaking DF	Achievements Public Speaking DF	Achievements Preserving Food CS	Achievements Preserving Food CS	Bowling
8.15pm		Changed for gar	Changed for gar	Changed for gar	Changed for gar	Changed for gar	Changed for gar	Changed for gar	Changed for gar	Changed for gar	
8.20pm	Hall OIC / NCO	Games Squad 3	Games Squad 3	Games Squad 1	Games Squad 1	Games Squad 1	Games Squad 2	Games Squad 2	Games Squad 2	Games Squad 2	Games CS
8.45pm	Badge Room Text OIC / NCO	Devotions CS	Devotions IT	Devotions AR	Devotions AR	Devotions AR	Devotions CR	Devotions CR	Devotions CR	Devotions IT	
		For topic please see Devotions Sheet									
9.00pm	Hall OIC / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO	Closing Parade DF / NCO
9-10pm	Activity OIC / NCO		Omegas IT		Omegas IT		Omegas IT				Omegas IT
Absent		AR & CR	AR & CR				AR	AR			

STEP 5: BUDGET

Create a budget based on how many boys you expect to return to BB this year. Be sure to include all company events and activities in the weekly program that have just been discussed. This may involve altering those plans to fit budget constraints. The reason the ideas come first in the plan is that it is better to have a good idea and alter it based on budget constraints, then to block good ideas by doing a tight budget first.

STEP 6: GROWTH

Growth is an essential part of advancing Christ's Kingdom among the boys and young men of your community.

- How are you going to grow your company?
 - eg the Open Evening Pack in Hub14
- What may need to change about your program as you grow? eg using different spaces
- What is the strategy to recruit more officers?

STEP 7: PRAYER

Spend some time in prayer for your officers, boys and families as well as the community which you serve.



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