Checklist/Timeline for Peer Groups

1. Form group of 8 pastors according to PGSP guidelines.
2. Contact PGSP Project Manager with names and contact information of each member. Individual applications sent to group members.
3. Individual applications submitted.
4. Upon acceptance as a group, Coach assigned. Set date for Initial Retreat. The group is responsible for setting up the retreat with the Coach. (The retreat is not part of the group’s budget but is part of a separate budget line.) There are guidelines for the retreat. Decide on a name for the group.
5. Begin work on proposal and budget. (The group may have the Coach for a day, if needed.)
6. Upon completion, present proposal to the Project Leadership Team. PLT meetings are typically set one year in advance. Check with Becki or Karen for dates.
7. Group application due with project proposal.
8. Upon acceptance of proposal:
   a. Schedule group/spouse/partner orientation
   b. Schedule group/congregational leadership team orientation
      Group responsibility for setting up and clearing dates with CTS office for both orientations. The group is also responsible to set up the schedule. (The orientations are on separate budget lines and are not part of the group’s budget but there are guidelines.)
9. Begin 3 year project
   a. After each event – follow up reflection day within a month.
   b. Every Meeting Feedback Form – This form is also on the web and will be received electronically upon completion. An evaluation form must accompany any reimbursement form. A form must be completed for each event, meeting, and reflection meeting.
   c. Travel Expense Report – The Business Office will only reimburse with this form and there must be original receipts; must be submitted within 3 months of the event.
10. Update proposal as necessary – all changes must be approved by PLT
11. Yearly a group has up to 3 days with a Coach
   a. Annual budget review
   b. Annual review of learning objectives – goals
   c. Annual congregational evaluation