

Christmas Eve Review Worksheet

Date of Review Meeting: _____

Christmas Eve: _____ (year)

Day of the week Christmas Eve Fell: _____

Christmas Eve Service Times: _____

Christmas Day Service Times (If applicable): _____

Additional Christmas Service Times (children's services, Christmas Eve morning service, etc.): _____

In review, answer the following questions:

What went well?

This is a great time to brainstorm. Perhaps use a white board or flip chart. Don't judge the answers at this point, just get them out of people's heads.

What could have gone better?

Again, brainstorm. Just listen to what your team experienced and write it down.

What are we going to do again?

Now is the time for deeper discussion. Try to build consensus around the parts that are really worth repeating.

What are we going to do differently?

More in-depth discussion. What are some of the lessons you learned and things you may change in the year ahead?

Other discussion notes:

When do we need to meet again to start planning?

Christmas will be here again before you know it. Get some dates on the calendar before time slips away.