**Proforma for short term planning and record keeping**

**Termly theme : Music of the week:**

**Weekly theme:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week commencing:** | **Worship Leader** | **Type of worship** | **Main teaching point** | **Description of content** | **Prayer and reflection** | **Hymn or song** | **Resources** |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Comments of any significance from the week: | | | | | | | |