



DOCUMENT 08

Planning Meeting Pack

The young people's WhatsApp/Zoom planning meetings: agenda, run-of-show, decisions to take, minutes template and ready-to-send welcome messages.

WHEN

Thu 24 – Wed 30 Dec 2026

WHERE

O'Palace, Kamod, Serere

STATUS

Draft for Meeting 1

“Plans go wrong for lack of advice; many advisers bring success.”

PROVERBS 15:22 · NLT

O'Palace, Kamod, Kasilo, Serere, Uganda
Block 9 Plot 226, Mairo Mukaga

Draft v1 · 13 October 2026 · Prepared by Timothy & Jonathan for
the Planning Team

TOPULO Family · Christmas 2026

Sunday 18 October 2026 · 8:00 pm EAT

Chaired by Timothy, co-chaired by Jonathan. Zoom, using one permanent link that is the same every Sunday and always open ([join here](#)), with a WhatsApp group call as backup. In previous years new links failed on the night. Target: 75 minutes, finishing by 9:15 pm.

Time	Item	Lead	Outcome
8:00	Opening prayer & welcome; new members introduced (Angel, Timothy E.)	Elder / Timothy	
8:05	Why we're starting early: lessons from 2023–25 and Easter 2026 (5 min)	Jonathan	Shared understanding
8:10	Dates & shape of the week (24–30 Dec; most leave 27th)	Timothy	Agree dates
8:15	Roll call: who is coming, arrival and departure days	Peter	Attendance form sent tonight
8:25	Programme walk-through (Doc 02), including outreach on 25th & 26th	Timothy	Comments captured
8:40	Roles & responsibilities (Doc 06): confirm or swap	Jonathan	Every person has a role
8:50	Menu by cuisine (Doc 03)	John	Agree approach
8:55	Budget options & contributions (Doc 04), to take to the elders	Philip	Recommendation agreed
9:05	Decisions & polls (see below); next steps; next meeting	Loise	Actions with owners & dates
9:12	Closing prayer	Volunteer	

Decisions needed at Meeting 1

#	Decision	Proposed	Agreed
1	Dates	Thu 24 – Wed 30 Dec; core 24–27; advance team 23rd	
2	Christmas service on 25th: roles	Peter coordinates; preacher chosen by elders; Queensly leads P&W	
3	Film Night date & film	Sat 26th, 18:30; the <i>JESUS</i> film (Ateso if available)	
4	Topulo Got Talent	Christmas night (25th), so everyone is still here	
5	Budget option to recommend	Lean plan (Doc 04)	
6	Contribution timeline	Pledge 8 Nov · 50% 22 Nov · 100% 6 Dec	
7	Meeting rhythm	Every other Sunday 8 pm to end Nov, then weekly in Dec	
8	Gift exchange	Secret Santa with a price cap (suggest UGX 20,000)	
9	Optional outreach visit (prison / vulnerable families)	Mon 28th with the stay-on group, separately funded	

Polls to post after the meeting

- Which day are you **arriving**? (22 / 23 / 24 / 25 Dec)
- Which day are you **leaving**? (26 / 27 / 28 / 29 / 30 Dec)
- Which department do you want to **learn** this year? (pick 2)
- Gift-exchange price cap? (UGX 10k / 20k / 30k)

Meeting calendar to Christmas

Date (Sun, 8 pm)	Meeting	Must come out of it
18 Oct	1 · Kick-off	Dates, roles, budget recommendation, attendance form out
25 Oct	Elders' review (separate)	Budget option and contributions approved
1 Nov	2 · Department plans	Chefs & aides confirmed; church contacted; photographer quotes; games & talks outline
15 Nov	3 · Lock-in	Attendance deadline; church & projector confirmed; photographer booked; 50% contributions by 22 Nov
29 Nov	4 · Menu & shopping	Final menu & shopping lists; song list; games plan; deco inventory
6 Dec	5 · Programme v1	Programme v1 published to the family group; 100% contributions
13 Dec	6 · Orientation & walk-through	Blended (physical + online) run-through of every department; room plan; teams; chores rota
20 Dec	7 · Final check	Green/amber/red from every lead; dispatch plan; advance team confirmed
10 Jan 2027	Evaluation	Feedback form results; accountability report; lessons for 2027

Minutes template

Meeting: ____ Date: ____ Chair: ____ Secretary: ____ Present: ____ / ____

#	Action	Owner	Due	Status (●/◐/○)
1				
2				
3				
4				
5				
6				
7				
8				

Decisions made:

Next meeting: ____

Ready-to-send messages

1 · Welcome to the planning group (send now)

Hello Topulo Christmas Team! 🎄

Auntie Alice has asked Jojo and me to get the 2026 Christmas planning started early, so here we go.

 When: Thu 24 – Wed 30 Dec 2026 (most of us leave on Sun 27th)
 Where: O'Palace, Kamod, Kasilo, Serere

We've put together a draft plan from the last three Christmases and the feedback from Easter: programme, menu by cuisine, budget, roles and the outreach on 25th & 26th. It's a DRAFT for us to shape together.

 Kick-off meeting: Sunday 18 Oct, 8:00 pm EAT. About 75 minutes.
 Zoom (same link every Sunday): <https://us04web.zoom.us/j/7676699834?pwd=aFozQmtsejNxMzNCc0x5VlhWRzRZUT09>

Before Sunday, please:

- 1 Look through the draft plan (PDFs attached)
- 2 Think about which role you'd like to lead or learn this year: everyone leads something!
- 3 Note your likely arrival and departure dates

Let's make this our best-organised Christmas yet: early, on time, and lots of fun. 🙏

Timo & Jojo

2 · Announcement to the main Topulo family group (after the elders approve, about 26 Oct)

Dear Topulo Family, greetings! 🎄✨

"Joy to the World! Let's gather to celebrate the gift that changed the world."

We are delighted to invite you to Christmas 2026 at O'Palace, Kamod, Kasilo, Serere 🏠

 Thursday 24 – Wednesday 30 December 2026
★ Core days 24–27 Dec, with a relaxed stay-on programme to the 30th

What's in store: Christmas Eve carols by the fire, Christmas Day service, a family portrait session, a Braai night and Topulo Got Talent, Family Talks on Dreams & Aspirations, inter-team games, E-FILIMU Night for our community on the 26th, Safi Farm & Lake Kyoga for those staying on... and food from around the world! 🍽️🌍

To help us plan well, please:

- ✓ Fill in the attendance & travel form by Sunday 15 November (number in your party, arrival and departure dates, dietary needs)
- ✓ Send your family's contribution as agreed by the elders: pledge by 8 Nov, half by 22 Nov, all by 6 Dec (details from our treasurer, Philip)
- ✓ Start gathering items to donate (clothes, books, school supplies) for the Christmas Day outreach

The young people are organising, with the blessing and guidance of the elders. Thank you for your support! 🙏

With love,
The Topulo Christmas Planning Team

3 · Weekly reminder (template)

- 🎄 Christmas 2026: [X] weeks to go!
- ✓ Done this week: ...
-  Due by Sunday: ...(owner)
-  Meeting: Sunday 8 pm. Can't make it? Reply here with your update.

"Let us think of ways to motivate one another to acts of love and good works."

HEBREWS 10:24 · NLT