

Area Nairobi

1982 - 83

USE OF CIRCUIT PACKET 1 REPORT FORMS

Context: In the DOOP meetings, there is a lot of paperwork. It is important for people to not just fill their reports, but to know why the different kinds of information are needed. We are going to talk about each kind of report you have to make.

A. 9 PROGRAMME ACCOMPLISHMENTS CHART

1. This chart is important because:
 - a. The village is motivated by seeing its accomplishments.
 - b. Other villages need to hear the victory stories.
 - c. This shows us how much was done on the plan.
 - d. Reporting the victories helps get authorization and funding.
 - e. It tells us where more effort must be made.
2. Ask the group for any other uses of the chart.
3. The chart is not useful if:
 - a. There are -not numbers telling how much was done.
 - b. The circuter writes accomplishments done before the last circuit.
 - c. The victory is not described (example: "Nursery School" could mean a building built, a class started, or a class that has been going on for years).
 - d. The victories are unreported - the circuter has to ask about things in each of the nine programme arenas or the villages will forget to report some victories. Also the circuter must ask in particular about the things on the quarter plan.

Discuss any other difficulties.

B. TRACKING CHART

1. This chart is important because:
 - a. The tracking shows which groups are active and their systems of working.
 - b. It marks the history of the circuter, where he has worked, etc.
 - c. It shows which stakes or guilds are weak and need a stronger context.
 - d. It shows how many people are participating in the project and in what ways they are participating.
3. It provides a picture of how the movement is going across the project.

CIRCUIT PACKET 1 REPORT FORMS

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WEEK 1

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2. This chart is not useful if:

- a. The circuiter reports on only the days of the current month up to the date of the DOOP meeting rather than reporting on the past 30 days before the DOOP meeting.
- b. Only marks are put on the chart for meetings without any indication of the numbers of people involved (these numbers of people do not have to be exact.)
- c. Mwethya groups are not included on the chart.
- d. Discuss any other difficulties.

C. COMMUNITY ASSEMBLY CHART

1. This chart must be kept on record for the next circuit to the village. Otherwise, when you return there, you will not know what their last month plan was. The village needs a copy and the circuiter needs his copy.

2. Discuss any issues about this chart.

D. QUARTER PLAN CHART

The quarter plan must also be kept and taken on circuit each time or the village may make month plans without knowledge of its quarter plan. Copies of the quarter plan must be given to each stake leader, Assistant Chief and a copy for the circuiter.

E. COMPREHENSIVE MONTH PLAN

1. This chart is useful because:

- a. It shows everything going on in the village for the next month.
- b. It helps the circuiter know what he can get involved.
- c. Making this chart avoids schedule conflicts.
- d. It enables all the people to be informed of all the plans.
- e. It helps clarify to the villagers what is expected of them in guild assignments.

2. This chart will not be helpful if:

- a. The circuiter does not make a copy for each stake leader and Assistant Chief.
- b. Assignments are not named while filling in the chart.
- c. The dates are not put on the calendar properly.
- d. Too many details are put on the calendar. Only events which the whole village should know about need to be on the calendar.
- e. Discuss any other issues or questions.

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F. VILLAGE CIRCUIT REPORT FORM

This chart is important because:

- a. It tells the number of people at the DOOP meeting, workday and training. This shows if participation is rising or falling
- b. It forces the circuiter and leaders to think through the issues and contradictions.
- c. It charts progress on both month and quarter timelines, reminding the villagers of their plans.
- d. Likewise, it measures participation in sub-location and location plans, and creates self-consciousness about the role of the village in sub-location or location.
- e. It pushes reflection on the mood of the village in relation to the events of the circuit.

This chart is unhelpful if:

- a. Progress on the month, quarter, sub-location and location plans is not recorded. The plans and what has been done on them must be written on the form.
- b. The participation is not recorded.
- c. The contradiction named is simply an unavoidable part of the situation.
- d. The key events of the past month and of the circuit are not listed.

Discuss any other questions about this form.

Thank you.

PROJECT RECORD KEEPING

Area Nairobi

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Every house must be responsible for its own records. Otherwise, it does not know what is going on in the project.

This file system must have several parts:

1. PAST COMMUNITY ASSEMBLY CHARTS

A copy of each community assembly plan must be kept on file. Before each circuit, the Auxiliary find the past month's plan for the villages they are going to. Otherwise, the village will not know what plan it made the last time and they will see the plans as things which are made and then thrown away.

2. PAST QUARTER PLANS

The quarter plans must also be available to take on circuit. Otherwise, the month plan may have nothing to do with the quarter plan.

3. TWO YEAR PLANS

Copies of the two year plans of all villages, sub-locations and locations in the project must be kept. These are taken on circuit when a new quarter plan is needed. There must always be a copy of each two year plan on file. If the only copy of each two year plan is taken out and it is lost, the project will have lost the product of its consult.

4. ATTENDANCE RECORDS

Each week, the participation in DOOP meetings, workdays, training and other events is written on a piece of paper during the weekly circuit report. The paper is dated and put in this file. At the end of the quarter, all these papers can be taken out and added together for an accurate report.

5. ACCOMPLISHMENTS RECORD

An accurate record of accomplishments reports is kept. After the circuiters turn in their circuit reports each week, the coordination team pulls together onto one chart the things written on each 9 Programme Chart. At the end of the quarter, the numbers of each type of accomplishment can be added up and given to local officers and the Area.

6. CIRCUIT SCHEDULE RECORDS

Each circuit schedule can be kept on file so that the work of recreating the whole schedule does not need to be repeated each quarter.

7. LEADERS NAMES

A chart showing the names of key village leaders and health caretakers is kept. Before each circuit the auxiliary can check this list.

8. SUB-LOCATION AND LOCATION PLANS

The most recent plans of sub-location and location meetings are also kept in one place for reference at the next meeting.

9. CONSULT OR IMPACT DOCUMENTS

The project must always keep its consult or impact documents and never let them go on circuit unless there are several extra copies.

DEPARTMENT ON THE CIRCUITS

Qualities of an Effective Circuiter

Area Nairobi

Oct 1 1982 - 88

1. Reflect briefly:

Who are some good circuiters you have gone on circuit with? What made him/her good?

2. As a group, brainstorm 15 - 20 qualities of an effective circuiter (like stylistic disciplines).

3. Gestalt to 4 major qualities and name each one.

4. For each quality, write out 2 examples

state why that quality is important
on circuit,

name 2 - 3 traps or pitfalls you could
fall into, and

list 4 practical keys to embodying that
quality on circuit.

The group breaks into 4 teams, assigning 1 quality
to each team.

5. Send this into the Section House to be pulled together for the next Section Meeting. This will be sent to Nairobi for the next Area Council.

SPIN CREATION

Area Nairobi

T 1982-83

(1) Song and Context

Each circuiter must be ready to give a state of the movement spin when he goes into the village. This spin must bring the villagers news about the New Village Movement and the significance of its struggles and accomplishments. And we can't just let each circuiter make up his spin alone. We need a way to design the spin together so that all the villages are getting the same quality context.

(2) Delivery of Spin: Reflect briefly, what have you learned this last quarter about doing the spin?

- a. Content of spin
- b. Delivery of spin
- c. Villager's response

(3) We have in the past divided the spin into 4 parts. How did our discussion inform or illumine this structure?

- A. NVM Across Kenya: News of significant developments from across the nation.
- B. Cluster or Section Events: Particular events of interest from other villages from the cluster, or in the case of EP's, of other villages in the Section.
- C. Village Accomplishments: The circuiter must decide what to mention about the village by himself, after the first day of the circuit and seeing the village.
- D. Upcoming events: (or Announcements) - News of events in the near future which affect the development of the village.

(4) Do corporate brainstorm: Draw these categories as a chart on the board and brainstorm 3 - 10 ideas under each. Then choose the 4 most important ones in each column. (Except the Village Accomplishments Column). Discuss the suitability of items to be included in the Spin.**(5) Writing: Divide into 2 or 3 groups to write out how we will talk through the NVM, Cluster or Section Events and Upcoming Events.****(6) Review: When writing is done, a representative of each team stands and reads his part of the spin. Any changes are recommended.****(7) Final Writing Assignment: One person is assigned to collect the parts of the spin and write them into a copy. Before the next circuit, each circuiter will have to make his own copy of the spin.****(8) Each person makes his own copy of the spin to take with him on the circuit.**

CELEBRATION PLANNING

Area Nairobi

, 1982 - 83

Context:

Celebrations are intentional dramas that allow us to intensify eventfulness around a particular theme for the sake of our corporateness.

Instructions:

Plan a celebration using this chart:

1. Rational Objective:
What is this celebration about?
2. Existential Aim:
What do we want to have happen to people in this celebration?
3. Event: Describe the type of celebration in 2 or 3 words.
4. List everything that has to be done, including the time design and assignments.
5. Give the celebration an exciting title.

1. Rational Objective	2. Event	3. Existential Aim
4. How		
5. Title		

(Make this the celebration for Saturday evening.)

LEADERS ENGAGEMENT:

CONTEXT: This collegium is about your task of engaging village leaders in meetings, circuits, training, and other events. Area Council Quarter II focused on Village Leader Development as a mostcrucial arena for us now. In a real sense, the future of the NVN is dependant on the growth of the VillageLeaders Movement. Our role in Leaders Engagement is crucial.

1. Name some leaders who you think of?
2. Who are some leaders who frequently say YES to doing things.?
3. Tell about some of the events these leaders have participated in?
4. What have you done to get leaders engaged? (list on board)
5. What have been mostsuccessful? (Star them)
6. What have been complete failures? (X them)
7. Write down three tactics for engaging vil lage leaders, (star the best one) (Put them on the board).
8. Whatstrikes you about this list?
9. What needs to be added?
10. What seems just wrong to you?
11. What are the key tactics?
12. How would you implement them in your circuits?
13. Walk through the Village Leaders Engagement Meeting Procedures.
 - a. How does our conversation up to this point illuminate this meeting?
 - b. What suggestion that we made can be handled by the meeting?
 - c. How can the meeting be re-arranged to handle more ofthe suggestions?
14. Make a list of what needs to be done that can't be handled at the meeting.
15. What do you recommend be done to bring this list off?

WEEKLY RITUAL CELEBRATION

Area Nairobi

1982-83

1. Everyone turn to Page 67-68 in the songbook.
2. Walk through the procedures.
 - a. Talk about the appropriate songs.
 - b. Explain and clarify symbolic accountability.
 - c. Walk through the Weekly Ritual. Ask what are the keys to it?
 - d. Read through the celebrations, ask why do we do these?
 - e. External Report - Ask how do you create a good external report? Why is it important?
 - f. Internal Report - Ask how do you create a good internal report? Why is it important?
 - g. Global Report - What is needed to do this? How can we do this, why is this important?
 - h. Walk through accountability. Create 1 or 2 contexts. Ask: Why is this important?
 - i. What are other bits of wisdom about weekly celebration?
3. The Weekly Celebration is the key symbolic occasion for the week. What is needed in terms of room set up and preparation to make it a great event?
4. Let's make this week a demonstration of the Weekly Celebration. Make assignments and prep assignments and plan how it can be an especially great event this week.

QUALITY GUILD PLANS

Area Nairobi

WEEK 9

Quarter III 1982 - 83

Refer to the guild planning method in the VLI Participants Manual, or to the Guild Chart in Circuit Packet 1, and the Guild Method on pages 3 and 9 of Circuit Packet 5.

The key to effective implementation and broad-based engagement in the Guild has been the attention to details during the planning. Review the Guild Planning procedures, paying close attention to the details of the planning.

WEEKLY TIME DESIGN

Area Nairobi

WEEK 10

Tr. 1/2 1982-83

(1) Open with a song.

(2) Context: (Put up on blackboard the weekly time design from the Internal Life Guide)

Our weekly time design is devised in a way to most effectively carry out our mission (both internally and externally). Within this context to bring off our weekly time line is to bring off our mission. Obviously, it has to be broken to carry out missional tasks beyond the normal rhythm, e.g. consults, VLI's, etc. In addition, there are events beyond our control (e.g. a change in schedule made by a District Officer) or emergencies (e.g. travel money didn't arrive or members of the house got suddenly ill).

Within the corporate missional thrust all of us have our own individual time lines. Usually we discuss the corporate design but in individuals our time design stays in our head.

Today, at this collegium, we will look at building an individual timeline.

(3) Workshop

- a. Draw the weekly time design onto your own paper.
- b. What are some kinds of personal tasks that we all have to deal with? (List on board.)
- c. What are some special tasks for you this week? (List on the board.)
- d. Write your own individual tasks now on to the weekly time design chart you have.
- e. Where do you see conflicts between your individual timeline and the corporate weekly timeline? (List on board.)
- f. How might these be resolved?
 - 1) By making out an individual timeline such as this.
 - 2) With advance planning for the week or month
 - 3) By sharing some of the individual tasks (e.g. one person go to the duka for the whole house, etc.)
 - 4) Other.
- g. What is the value of putting your week on a timeline?
- h. What did we learn from this collegium?

(4) Closing song, announcements and send out.

SUB-LOCATION AND LOCATION CIRCUIT
MEETING PROCEDURES

Area Nairobi

1982-83

SUB-LOCATION AND LOCATION MEETINGS

Today we are going to reflect about doing sub-location and location meetings.

Everyone recall the sub-location and location meetings you have attended in the past quarter or so. Let's list:

Helpful Things	Difficulties	Questions

- A. Reflect on the list:
 - a. What do you notice?
 - b. Where are our sub-location and location meetings going well?
 - c. Where do we have some issues?
- B.
 1. Now, walk through the Sub-location Circuit Procedures.
 2. Reflect on each of the difficulties or questions in relation to the procedures as you walk through them.
- C. Repeat the process using the Location Procedures.

QUARTER PLANS

CONTEXT: Once a quarter, every village, sub-location and location has to make a new quarter plan. Every person in the house needs to know how to do this workshop.

STEPS: Use the attached excerpt from the "Village Circuit Meeting Procedures", page 6 - 8.

1. The collegium leader goes over the steps of the quarter plan. He shows how the status of the two year plan is checked, how the new quarter plan is made, and how progress on the quarter plan is checked before each DOOP Meeting.
2. Call on other house staff to come and demonstrate how they do the quarter plan.
3. After each person demonstrates the quarter planning, discuss his gifts, style and where they need to work.

QUARTER PLANS

("Village Circuit Meeting Procedures,"
pages 6 - 8)

DOOP
MEETING

1. Opening

- a. Call the villagers together with songs. Make sure all people assigned leadership roles are present. If not, quietly have replacements selected.

- b. Hold stake accountability.

Have the villagers stand as each stake number is called.

Depending on the size and situation it may be appropriate to have each person give their name as their stake accounts.

Opening

- c. Give absolution. (sample: The leaders that are gathered here are exactly the group that can decide to create the future of this village.)

- d. Contextual spin

Give the corporately created spin. (Circuit Packet 4) on the progress of the project, announcing upcoming events and describing the importance of the villages' participation in the New Village Movement.

2. QUARTER TIMELINE STATUS

Quarter
Timeline
Status

- a. Have the assigned leader go over the work of yesterday naming the accomplishment since the last circuit in each of the 3 Programmes.

Try and use chart or blackboard work from yesterday if possible.

- b. Relate the report to the quarter timeline of plans completed, in process, or not started.

- c. Give recommendations of the leaders.

- d. Discuss and arrive at a consensus on priorities.

- e. Celebrate with a kilo clap.

3. NEW QUARTER TIMELINE

New
Quarter
Timeline

When a new quarter plan is needed, usually just before the quarter ends, this is the place in the 2 day meeting for quarter plan creation.

QUARTER PLANS - page 2New
Quarter
Timeline
(cont.)

- a. Go over Quarter Timeline status above, only stop after doing 2a and 2b.
- b. Put up 2 year timeline on a chart or the chalkboard.
- c. Go over programme by programme the accomplishments to date noting programmes completed, in process or undone.
- d. Look at the remaining quarterly programmes on the timeline.
- e. Go through each of the programmes and decide which programme events should be done next quarter. Rearrange the 2 year timeline as necessary.
- f. Put up a skeleton Quarter Timeline chart.

- 1) Read out the three next quarter events (Consult Villages), or two next quarter events (Impact Villages) for the Economic.
- 2) Decide on the quarter's victory target or goal for each of the events.

The victory should be stated in clear measurable terms. You want to be sure you know when your target has been accomplished. State how much, how many.

- 3) Work through to get three monthly victories which would be steps to bring off the quarter victory.
 - a. Ask what preparation actions do we need to do? How much time will they take? List on board.
 - b. What tactical actions do we need to do? How much time will they take? List on board.
 - c. What follow-up actions will be needed? How much time will they take? List on board.
 - d. Arrive at a victory target or goal for each of 3 months that will bring off the quarter victory (goal).

QUARTER PLANS - page 3

- e. Repeat the procedure for the other two Economic Events of the Consult Village or 1 Economic Event of the Impact Village.
- h. Repeat the above procedures for the Human and Social Tactical events.
- i. Celebrate with a Kilo Clap and a Song.

FINANCIAL PROCEDURES ON
WEEK II's

(Training Procedures on preceding page)

Guidelines for weekly budgets are laidout in three corporately-decided models:

1. The common programme expenses rationale.
2. The Area food rates and internal money.
3. The project travel rates chart. This is drawn up in a corporate session of the house. The travel rates are checked by the troika as they go around the project.

WEEK II FINANCE PROCEDURES

SATURDAY:

1. All circuit materials of the past week's circuit including accountability sheets and receipts are turned in during the week report.
2. At the week plan, the house lists "extra-circuit" programme expenses or special internal expenses needed for the coming week.
3. The circuit travel budgets are worked out as a house or by location teams. The project director and other members of the finance committee check that they conform to the consensed schedule of expenses.
4. The finance committee totals the circuit budgets regular and special internal expenses and 'extra-circuit' programme expenses needed in the coming week. They draw up a recommended model for budget cuts required if there is not enough money or use of balance money. They plan from Sunday to Sunday to avoid need for expenditures "before the plan" even though the money lasts from Friday to Friday.

SUNDAY:

1. After Sunday morning training the House Finance Committee's proposal on the coming week's budget is presented to the house and a consensus is reached. The disbursement sheet from Management is passed around and signed.
2. One team draws up the financial records of the past week and prepared the report.
3. Another team disburses the week's circuit money to each team.
4. The past week's financial acct'y report is presented on Sunday Nite after all other training or circuit preparation is finished. The report is signed by all members of the House. A House Finance Committee member is responsible to send the report to Management.

6 COLLEGIUMS ON CIRCUIT PRINCIPLES

(Note: Attached is the Revised Circuit Principles)

For each of the 6 Circuit Principles categories:

1. Read the items listed in the category.
2. Discuss each one:
 - a. Repeat the principle.
 - b. What is this one about?
 - c. What issue does it deal with?
 - d. Where have you seen people (or villages) have problems with this?
 - e. How does this principle help deal with those issues?

CIRCUIT PRINCIPLES

Area Nairobi

25-27 March 1983

HOLDS ALL MEETINGS	DELIVERS CIRCUIT SCHEDULES	VISITS ALL HOMES
<ol style="list-style-type: none"> 1. Treats all excuses as individual decisions rather than public decisions. 2. Checks the reality of excuses by checking rumors. 3. Reports the corporate story rather than individual perspective alone. 4. Never fails--always wins. 5. Gives the context that allows the <u>meeting to be held</u>. 	<ol style="list-style-type: none"> 1. Reschedules only when unavoidable & does so before S/L meeting day. 2. Checks schedule with officers and announces through them. 3. Takes as many schedules as possible to villages a week before the circuit. 4. Announces circuit schedule through schools. 5. Carries and fills out data books. 	<ol style="list-style-type: none"> 1. Creates many ways to inform all the people. 2. Visits all people in a village. 3. Recruits all ages. 4. Visits people at their homes. 5. The priority is on recruiting additional people.
AFFIRMS THE SITUATION	WEARS THE BLUE	LIVES IN VILLAGES
<ol style="list-style-type: none"> 1. Affirms the group that shows up. 2. Treats the planning as a decision of what those present will do. 3. Contexts that all people are needed full time for every meeting. 4. Assumes the meeting is possible until proven otherwise. 5. Ensures that the village victories are known. 	<ol style="list-style-type: none"> 1. Shows up before announced starting time. 2. Decides to be that which allows us to be a sign of effective development. 3. Does only the DOOP in the villages. 4. Stands as a representative of the corporate body. 5. Dresses smartly. 	<ol style="list-style-type: none"> 1. Informs people how long we will be in village. 2. Stays in different houses on every circ't. 3. Is sensitive to what villagers are saying. 4. Affirms villagers greatness. 5. Never takes sides in village disputes.

HOUSE FINANCIAL OPERATIONS

CONTEXT: Money in the New Village Movement is everybody's responsibility, whether we raise it or spend it. Everyone should know and can decide how the money in the project can be spent.

1. Pass out the attached procedures.
2. Everyone reads the paper in turn.
3. Does anyone have any questions?
4. Discuss the Questions.
5. Is this different than how we are operating now?
How?
6. What changes do we need to make?

DEALING WITH CIRCUIT EXCUSES

CONTEXT: We need to share wisdom on howto deal with issues that come up on circuits. A lot of people have a hard time overcoming the excuses of leaders or of the circuiters and they are defeated. So we want to talk about some of the most common excuses heard on circuits and what is the best way to deal with them.

Procedures: Read each excuse, then call on someone to say what question they would ask about that. Then the whole group talks about what questions should be raised (one helpful question is written under each excuse), and also talks about what is wrong with that excuse.

The Excuses:

1. The headman wasn't there so I came home.
(Why didn't you talk to all the other people in the village?)
2. The headman said he didn't have time to take us around so I came home.
(Why didn't you go with someone else or go yourselves?)
3. The headman wouldn't let us stay at his house so I came home.
(Why do you depend only on one man every time?)
4. The people will never come unless the headman calls them so I can't work without the headman.
(How can you know what everyone thinks if you only talk to a few leaders?)
5. When I went there, they said they didn't know I was coming so what could I do?
(Weren't you assigned to tell them about the meeting?)
6. They said they didn't know who is ICA so I came home.
(Weren't you assigned to explain any questions to the people?)
7. Some leaders said they'd rather meet Friday so I'm going back to the village on Friday.
(If you are sitting here, how will people know to come on Friday? What about the Friday Training?)

aling with Circuit Excuses- page 2

8. The headman is calling everyone so I'm going back to meeting them tomorrow.
(Why do you tell the mzee to do your work and then not even help hom?)
9. Not enough people came and they said they couldn't do the meeting.
(Why didn't you tell them they are only deciding for themselves?)

STAKE FOR STAKE & MID-MONTH LEADERS MEETING

- MATERIALS:
- (1) Stake operations procedures
 - (2) Stake for Stake Chart
 - (3) Mid-Month Leaders Meeting
 - (4) Month long village operations sheet

TRAINING PROCEDURES

- (1) Opening song and ritual
- (2) Context: For a village to succeed in developing itself, its leaders must oversee the village plan all through the month. They must have methods of checking the progress on the plan and making changes needed for the plan to succeed. Today we want to talk about those methods.

Also, we want to talk about stakes. How each stake can have its own plan. In the DOOP meeting, the stake is basically giving its ideas for the whole village to look at. Then the village looks at ideas from all 5 stakes and makes a consensus on what will be the village work for the coming month. But a stake does more than give its ideas to the whole village. It needs to meet as a stake only at another time and make its own plan. So we want to show you methods where the stake can decide its own work and also how the stake helps with the sub-location plan.

- (3) Mid-Week Leaders Meeting: First, we will look at the method the village leaders can use 2 weeks after the DOOP meeting to check the progress on the plan and make any changes needed to ensure success.
 - a) Using a copy of the Mid-month leaders form, the circiter draws the chart on the board. Then he explains each step of the meeting as written on on the chart.
 - b) He gives the chart to a volunteer leader, has him re-draw it on the board and lead a practice meeting. The circiter points out any steps which are left out.
 - c) Ask for any questions, celebrate with a kilo clap.

(4) Stake Operations

- A. Explain how the stake works for 1) the sub-location, 2) the village, and 3) its self-- as explained on page 1 of the 4-page "Stake Meetings" Procedures. So there are three kinds of meetings a stake does.
- B. Stake Planning for Village: This is the stake meeting done at the village DOOP meeting. It recommends 3 ideas to the whole village.

Stake for Stake & Mid Month

- C. Then there is where the stake makes a plan for itself (see page 2 of "Stake Meeting" procedures). Also use a copy of the Stake Planning for Stake chart with Kiswahili instructions. Walk through the procedures of the second page of the stake procedures manual. Draw the chart on the board.
- * Let a volunteer leader try the method, point out the steps here he is unclear. Let another leader lead this type of meeting.
- D. Then there is another kind of stake meeting. Two weeks after the stake makes its month plan, the stake leaders check on the progress of their plan. They make any schedule shifts needed to finish the month plan in the remaining 2 weeks of the month.
- The procedures for this meeting are page four of the Stake Meeting Procedures. Explain the steps, do a demonstration of the method and let a leader try, using the same stake plan you have made on the board and pretending two weeks have passed.
- Let a second volunteer try to lead the meeting.
- E. Go over the purpose of the various sorts of stake activities again_
1. Stake relations with sub-locations
 2. Stake planning for the village
 3. Stake month plan meeting
 4. Stake leaders mid-month meeting.

PANGO WA STAKE
PART YA STAKE

(4) STAKE YETU IMEANUA KUWA KICNYESHO CHA WATU WANASJALI
KWA NIABA YA KIJILI CHOMU NA VIJILI VYOTE KWA JUMLA
ULIMWENGUNI

(1) Nyimbo, Kujihie
Misamu
(2) Namba ya stake
(3) Tarehe

(8) Ch
chagua
mauhiri
fata
muimu
(9) An
kazi z
kutuzen
maslin
hayi

Tarehe	Jumatatu	Jumane	Jumatano	Alhamisi	Ijumaa	Jumamosi	Jumaili
Kazi							
Wakati							
Vifaa							
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(10) Matangazo, Nyimbo, Kutuma watu nje, Misemo

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VILLAGE RECORD KEEPING

Area Nairobi

Qtr III, 1982-83

For a village to be a teaching village and be able to teach visitors how it operates, record keeping skills are important. There are several kinds of records that are helpful for every teaching village to keep, and we want to discuss them today.

(1) Accomplishments Record - Using a 9 programme chart, each village needs to have a monthly record of accomplishments. At each month plan, the stake leaders turn in the report of their stake. The accomplishments need to be counted, guessing is often highly inaccurate. These reports for each month need to be written on one piece of paper. The date of the report needs to be written on the paper and these reports are kept in one place. Before location meetings, these reports can be totalled, and the victories can be reported accurately to any visitors who come to see the project.

(2) Participation Record - One of the most impressive things about a New Village Movement, is the number of people who participate in development efforts. To show other villages how you operate you need to keep your own diary of meetings which take place and how many people come. This should include stake meetings, mwethya group meetings, workdays or leaders meetings.

The group can practice this by taking villages present and writing a sample participation diary on the board - all villages and workdays of the past week with the participation. The diary can include such things as government visits, names of guests, etc.

(3) Bookkeeping - For community organisations and projects there need to be books kept of the finances. Demo Farms are an example of this. These can be in the form of a diary. Each expenditure or deposit of money is entered by date, description of income or expense, and amount of money.

Practice by writing the financial record of the past month for some group on the board. If no leader present is from a working group that handles money, do the exercise as a role play.

(4) Two Year Timeline - Another kind of record which is important for demonstration villages is keeping track of progress on the 2 Year Timeline. The whole village should be able to know what has been done, started and not done on your two year plan.

Get out a copy of the two year timeline for the villages present. Make sure the leaders have a copy of their own - copying it if necessary.

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Then walk through the victories of the timeline, noting which victories have been started, done or not started on your plan.

Unstarted victories are left blank.

Started victories have one set of lines like this:

Finished victories have 2 sets of lines like this:

Repeat for any other villages present.

Discuss how the 2 year timelines look and how they can be presented to the whole village.

VILLAGE CHART MAKING

FEBRUARY

Area Nairobi

Qtr. III, 1982-83

MATERIALS NEEDED - AN EXTRA PACKET NO. 1.

This month we want to make sure that each village knows how to make its own charts for meetings. The charts are an important part of the method. They remind the leader of the steps in planning, and if a chart is up before the group, everybody is better able to participate. We want to practice drawing each chart needed in village planning. Then you can use the methods at all meetings.

Using a copy of each chart, draw each chart, one at a time, explain what the lines and categories are for. Then erase the board and have several leaders try drawing the chart without looking at a copy. Check each drawing and correct errors, explaining why the chart is made like it is.

The charts to be taught are:

- (1) Stake Chart
- (2) Community Assembly
- (3) Guild Chart (useful for any mwethya group meeting)
- (4) Comprehensive timeline
- (5) Stake . Stake Meeting
- (6) Mid-Month Leaders Meeting

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