



ADVANCE COMMITMENT LEADER

The Advance Commitment Team will plan and conduct Advance Commitment Gatherings that are designed to inform and inspire parish leaders to make their sacrificial commitment prior to the majority of the parish community. The total early commitments will be announced on Commitment Weekend to show that the leadership has stepped forward and that the campaign is poised for success.

Responsibilities:

- Attend Leadership Team Training, Leadership Report meetings and Advance Commitment planning meetings
- Attend Advance Commitment Gatherings
- Coordinate Invitations and Gatherings with Pacesetter Gifts team
- Prepare an invitation list that equal to 15%-25% of the parish households
- Work with the Pastor and Campaign Chairs to determine times, locations and food for the gatherings
- Enlist a team that is based on the instructions in Tab #5, Involvement. The team will:
 - Help plan, set up, and host the gathering(s)
 - Hand address Advance Commitment Gathering invitations
 - Make Advance Commitment Gathering reservation phone calls
 - After the Advance Commitment Gathering(s), send follow-up letters and or make follow-up calls
- Publicly support the campaign for the parish and arch/diocese
- Prayerfully consider a sacrificial financial commitment to the campaign

****MEETINGS YOU SHOULD ATTEND****

October 29, 2013	7:00 PM	Leadership Team Training
October 29, 2013	8:00 PM	Advance Commitment Meeting #1
December 02, 2013	7:00 PM	Leadership Team Report Meeting #1
December 02, 2013	8:00 PM	Advance Commitment Meeting #2
December 09, 2013	7:00 PM	Leadership Team Report Meeting #2
December 11, 2013	8:00 PM	Advance Commitment Meeting #3
December 16, 2013	7:00 PM	Leadership Team Report Meeting #3
December 16, 2013	8:00 PM	Advance Commitment Host Orientation
December 20, 2013	7:00 PM	Advance Commitment Gathering #1
December 28 - 29, 2013		Commitment Weekend & Parish-Wide Event



- Timetable For Completing Your Tasks -

October 29, 2013

Leadership Team Training and Individual Team Meetings

- Attend Leadership Team Training - **7:00 PM**
- Review your workbook and place the dates and times of the meetings you will attend on your personal calendar
- Attend Advance Commitment meeting #1 - **8:00 PM**
 - Receive details of the Advance Commitment process and strategy from your consultant
 - Discuss and make preliminary plans for time(s), location(s) and food
 - Review the first draft of the invitation list
 - Discuss qualifications of enlistees:
 - Leaders in the parish
 - Those very involved in the ministries of the parish (high ownership)
 - Represent a broad cross section of the parish
 - Ability to make and willingness to pray about a sacrificial commitment to the campaign

Between Leadership Team Training and Report Meeting #1 on December 02, 2013

- Enlist team members. Number based on the Involvement section in this manual
 - Meet with other Advancement Commitment Leaders for a planning session
 - Communicate with the Pastor and Campaign Chairs with regard to your plans
 - Complete the first draft of the Advance Commitment Gathering invitation list
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December 02, 2013

Leadership Team Report #1 and Individual Team Meetings

- Attend Leadership Team Report #1 - **7:00 PM**
 - Report on progress and plans for the Advance Commitment Gathering
- Attend Advance Commitment Team Meeting #2 - **8:00 PM**
 - Finalize plans for gatherings
 - Dates
 - Location
 - Food
 - Hosts
 - Invitation list and invitations (the invitation comes from the pastor or parish life coordinator and is open about the purpose of the event...see sample letters Appendix B - C)
 1. Review involvement progress
 2. Do we have enough people?
 3. Do we have the right people?

Between Leadership Team Report #1 and Leadership Team Report #2 on December 09, 2013

- Monitor Involvement
 - Plan to attend Leadership Team Report #2, **December 9 - 7:00 PM**
 - Call to remind entire team to attend Advance Commitment meeting #3, the night of Leadership Team Report #2, **December 11 - 8:00 PM**, if needed to assist with hand addressing invitations
 - Prepare to mail Advance Commitment Invitations. Things to consider:
 - Timing
 - Hand addressing - will it be done at Advance Commitment #3 or does it need to be done sooner?
 - Depending upon the calendar, the Advance Commitment Invitation may be mailed either right before or right after Leadership Team Report #3 (at least 3 weeks prior to the first gathering)



December 09, 2013

Leadership Team Report #2 and Individual Team Meetings

- Attend Leadership Team Report #2 - **7:00 PM**
 - Report on progress and plans
- Attend Advance Commitment Meeting #3 - **8:00 PM**
 - Oversee the call assignment process (your consultant will suggest ways to conduct the assignment process)
 - Confirm team assignments, timing, etc.
 - Hand address Advance Commitment Invitations, if they are not already addressed
 - Determine follow-up strategy and dates for these to take place
 - Reminder phone calls to those who attend but have not yet turned in a commitment card (Appendix F)
 - Thank you and encouragement letters to those who attended the gatherings (two days after the gathering)

**Between Leadership Team Report #2 and
Leadership Team Report #3 on December 16, 2013**

- Prepare for call assignments (this may be done by you or the Campaign Administrator; ask your consultant)
 - **Option #1** - Allow team members to select households they know well or,
 - **Option #2** - Divide the invitation list equally by the number of Advance Commitment Team members
- Encourage your enlistees to attend Advance Commitment Host Orientation the night of Report Meeting #3, **December 16 - 8:00 PM**
 - Let them know that this meeting is essential
 - Call assignments will be made (selections should be friends and people with whom they have influence)
 - Finalize last-minute details
- Prepare spoken and bulletin announcements. These should be general invitations to everyone in the parish and should include a request to *"please call the parish office to make reservations"* for those who wish to attend. (Appendix E)



December 16, 2013

Leadership Team Report #3 and Individual Team Meetings

- Attend Leadership Team Report #3 - **7:00 PM**. Report on progress and plans
 - Emphasize that it is important that each Leadership Team member attend an Advance Commitment Gathering
- Attend Advance Commitment Host Orientation - **8:00 PM**
 - Oversee the call assignment process (your consultant will suggest ways to conduct the assignment process)
 - Review plans for Advance Commitment Gathering

Following Leadership Team Report #3

- Mail Advance Commitment Invitations, if this has not been done
- Conduct/attend Advance Commitment Gathering
- Track attendance
- Oversee reservation and reminder calls

December 20, 2013

7:00 PM

Advance Commitment Gathering

- Plan to attend Advance Commitment Gathering

**Between Advance Commitment Gathering and
Commitment Weekend on December 28 - 29, 2013**

- Implement follow-up strategy (Appendix D, F)
 - Letter to attendees within two days of the Gathering (Appendix D)
 - Call to attendees to thank and encourage early participation
 - Track advance commitments as they come in
 - Send thank you notes to those who make their commitment early. The thank you notes should come from the pastor
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December 28 - 29, 2013

Commitment Weekend

- Plan to attend Mass this weekend. Do not neglect the privilege of worshipping this week! If you have not done so, prayerfully complete your commitment card
- Continue to support your parish and the campaign in your own prayers

January 04 - 05, 2014

Attend a Celebration Weekend Mass

"Thank you for making a difference in the life of your parish and in the success of this campaign."