

# **A Test Campaign**

Venice, FL

## **Event Leader Guide**



**MISSION ADVANCEMENT SERVICES**

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Your parish's Capital Stewardship Campaign is about people and ministry—people who belong to your parish and are a community of faith as well as the ministry that touches and transforms lives. Every week, many different ministries, led by your pastor, religious and lay leaders make a difference to people in the parish and throughout the diocese, from children through senior citizens. You are a light in your community for the gospel of Jesus Christ.

Ultimately, a capital stewardship campaign allows a parish and arch/diocese to provide the capital that enables ministry to continue and grow. It may be a new Church, a Parish Life Center, the replacement of a roof, new technology for the school, endowing a ministry position, seminary education, tuition assistance or any number of ministry needs. The arch/diocese has identified critical ministry needs, and each parish is asked to do the same. These needs are then outlined in a "Case Statement" that communicates the purpose for the campaign and the impact that the funds raised will have on your community.

Your capital stewardship campaign will be...

**\*Ministry-driven:**

- What is God asking your parish to be and do?
- How will the physical needs that are being addressed provide critical tools for shaping ministries and changing the lives of people?
- How will the campaign inspire people to involve themselves not only in the campaign but also in the overall life of the parish?

**\*Stewardship focused:**

- Based on Scripture and the teachings of the church
- Deepen personal faith so that one's daily life is lived with gratitude for all God's gifts

**\*Involvement oriented:**

- Led by your pastor and lay leaders
- Engaging numerous people to do "just one job" so that no one person becomes overburdened
- Sharing the work of the campaign so that high ownership is created in the parish

**\*Prayer-centered:**

- Inviting every parish family to pray for other parish families in a series of prayer events led by the parish campaign prayer team
- Inviting each family, through prayer, to discern its place in making a sacrificial gift to the identified needs of the parish
- Seeing giving as an *opportunity* rather than an *obligation*



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To succeed in reaching the goal of providing resources for ministry ...

- The pastor and leaders will give direction to the campaign. In larger parishes, some of the positions will require more than one leader
- Many helpers are enlisted to serve with leaders so that no one person is Overburdened and the parish is not hurt as people still continue in regular ministry responsibilities
- Proven strategies are used that blend with the uniqueness of the parish to develop a campaign that is appropriate for the parish at this time
- Resources and training are given over the life of the campaign so that there is a clear roadmap to success
- Homilies, lay stewardship talks, printed and visual materials are developed so that each family is challenged in their spiritual life and engaged in parish life so that a broad and generous response is given to the needs of the parish
- An invitation to give, versus an obligation that is imposed upon parishioners, is promoted by asking each parishioner to pray “Lord, what do You want me to do through me to accomplish Your will for my parish and arch/diocese?”

As a leader in a program that has a bearing on the future ministry in your parish, your personal commitment to be a leader in action and not just in title will be a deciding factor in the ultimate success of this campaign.

Make a commitment to quality leadership.

- Study your Leader’s Guide.
- Complete all of your assignments.
- Set an example for others.
- Attend all possible meetings and be on time.
- Encourage others on the Leadership Team.
- Seek ways to enhance your responsibility by asking, “What can I do to make this better?”

Make a commitment to spiritual leadership.

- Pray for your parish & its leadership
- Pray for the Leadership Team.
- Pray for all who are enlisted.
- Pray for God’s guidance as you accomplish your task.
- Pray that God will show you how to make your financial commitment a meaningful expression of your stewardship.



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## BEGINNING THE PROCESS OF DISCOVERY

You are beginning a journey that will challenge you to grow in many wonderful ways. If this journey is faithfully and properly conducted, it will enable you to make a number of spiritual and practical decisions. The following self-discovery guide and worksheet is designed to help you work toward that destination.

**How can being a disciple of Jesus make an impact on stewardship and giving in this campaign?** According to the U.S. Bishops' pastoral letter on Stewardship, *Stewardship a Disciple's Response*, living as good stewards of God's gifts flows from the fact that we are disciples of Jesus. The beginning of the letter states, "A disciple is a learner and companion of Jesus. As one open to the movement of the Holy Spirit towards a gracious generosity of heart, the authentic disciple regards all he or she is and possesses as gifts and blessings from God . . ."

1. **How can you go to God in prayer to discern His will for your personal life and parish?** For some scriptural suggestions, please read Luke 11:9-10, John 17, and Matthew 6:5-13.
2. **How can you apply Mary's response to God's call to stewardship in your own life?** Scripture is full of references to those who were good stewards. These role models can help us develop our own way of living out our call as disciples. According to the pastoral, "After Jesus, it is the Blessed Virgin Mary who by her example most perfectly teaches the meaning of discipleship and stewardship in their fullest sense. All of their essential elements are found in her life: she was called and gifted by God; she responded generously, creatively and prudently; she understood her divinely assigned role as 'handmaiden' in terms of service and fidelity." (see Luke 1:26-56)

Our Catholic Faith teaches us that we are part of something greater than ourselves. The community of faith offers us the support and nourishment of the Sacraments for our life's journey. We are also aware that we are part of that great Christian Family, the Communion of Saints, all the wonderful people who have gone before us in the faith, and who will come after us.

Every age in Christian history teaches us great lessons of faith and trust and sacrifice. When God's messenger told Joseph not to be afraid to take Mary into his home as his wife, he put aside his fear of the future and made a generous commitment of his very life to Jesus and Mary – because of his faith.

Mother Theresa left a life of teaching in a private academy to care for the poorest of the poor as they lay dying. She sacrificed in order to witness to the love and presence of Jesus.

The pioneer Catholics of our arch/diocese and parish are heroes for us because of their sacrifices. What are we being called upon to do in our time?



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**FIRST . . . How might I give back to God by serving others?**

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*1 Peter 4:10 ...As each one has received a gift, use it to serve one another as good stewards of God's varied grace. (Also see 2 Corinthians 9:8)*

**SECOND . . . What are some reasons that should motivate you to give toward this project?**

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*Sirach 35:10 – Give to the Most High as He has given to you, for the Lord is one who always repay and He will give back to you sevenfold.”(See also: 1 Kings 5:19; Mark 8:2-3; Luke 12:48; Romans 13:7-8; 2 Corinthians 8:11-12)*

**THIRD . . .What attitudes does God like to see demonstrated in your giving?**

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*2 Corinthians 9:7 – Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver.*

*(See also: Exodus 25:1-2, 35:4-5, 20-24, 29; 1 Chronicles 29:17; 1 Corinthians 13:3)*

**FOURTH . . . What does it mean to share sacrificially?**

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*Mark 12:43b-44 – Amen, I say to you, this poor widow put in more into than all the other contributors to the treasury. For they have all contributed from their surplus wealth, but she, from her poverty, has contributed all she had, her whole livelihood.*

*(See also: 2 Samuel 24:24; 1 Chronicles 21:24)*

**FIFTH . . .What does a “sacrificial” commitment require of the giver and what would you be willing to do in order to contribute sacrificially?**

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*2 Corinthians 8:3-5 – For according to their means, I can testify, and beyond their means, spontaneously, they begged us insistently for the favor of taking part in the service to the holy ones, and this, not as we expected, but they gave themselves first to the Lord and to us through the will of God. (See also: 1 Chronicles 29:1-3; Acts 2:44-45, 4:32-37)*

**FINALLY . . . before determining your commitment, consider praying: “Lord, what do You want to do, through me, to accomplish Your will for our parish and the arch/diocese ?”**



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## DISCOVERING WAYS TO GIVE

As you consider your commitment, consider these things:

- SACRIFICE . . .** What does “SACRIFICE” mean to me?  
Your commitment should be built on the theme **“Not Equal Gifts, but Equal Sacrifice.”** Your three-year commitment should be a demonstration of your personal definition of sacrifice.
- PROCESS . . .** What am I willing to do or do without?  
Seek to translate “SACRIFICE” into a plan of action.
- AMOUNT . . .** What kind of commitment will my sacrificial efforts generate during the next three years?

Remember, you will be setting a standard of sacrifice for others to follow. At certain times in our lives we are made more aware of our ministry of good example. What lessons of faith and sacrifice will your offering teach your children, grandchildren and your circle of extended family and friends.

Take a personal inventory — Consider investing from ***as many areas*** as possible.

- PRAYER...** What time and energy can I commit to strengthening my prayer life?
- SERVICE ...** How will I use my Gifts and Talents in the next 3 years?
- INCOME . . .** How will I share my Income?
- ASSETS . . .** What item(s) of value do I own that I can give to my parish (real estate, stocks, bonds, personal possessions, etc.)?
- INCOME PRODUCING:** What income could I dedicate from rental properties, stocks, bonds, certificates of deposit, interest bearing accounts, etc.?
- SACRIFICE . . .** What can I give up, do without, postpone, or alter in order to give to my Parish?

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## POSSIBILITY PLANNING WORKSHEET

How much time to Prayer do I give?

Weekly	Monthly
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How much time to Service do I give?

Weekly	Monthly
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From the monthly budget I could give ...

Weekly	Monthly
Bi-Monthly	Other
Total	

Asset Possibilities

✓	ASSET	VALUE
	Real Estate	
	Stocks	
	Bonds	
	Other Assets	
	Total	

Income Producing Assets

✓	ASSET	INCOME
	Rental Properties	
	Stocks	
	Bonds	
	CDs	
	Interest Bearing Accounts	
	Total	

Sacrifice .....  
I could do without .....  
Postpone .....  
Alter .....

Total	
<b>POSSIBLE 3-YEAR TOTAL</b>	



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## INITIAL GIFT PROFILE CHART

**\$1,500,000**

**“NOT EQUAL GIFTS, BUT EQUAL SACRIFICE”**

No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
1	\$100,000	\$100,000.00	\$100,000.00
2	\$50,000	\$100,000.00	\$200,000.00
2	\$25,000	\$50,000.00	\$250,000.00
3	\$20,000	\$60,000.00	\$310,000.00
4	\$10,000	\$40,000.00	\$350,000.00
5	\$5,000	\$25,000.00	\$375,000.00
17 Commitments = \$375,000.00 or 25% of Goal			
No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
8	\$15,000	\$120,000.00	\$495,000.00
12	\$12,000	\$144,000.00	\$639,000.00
16	\$10,000	\$160,000.00	\$799,000.00
20	\$7,500	\$150,000.00	\$949,000.00
26	\$5,000	\$130,000.00	\$1,079,000.00
30	\$3,500	\$105,000.00	\$1,184,000.00
35	\$3,250	\$113,750.00	\$1,297,750.00
147 Commitments = \$922,750.00 or 62% of Goal			
164 Commitments = \$1,297,750.00 or 87% of Goal			
No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
10	\$3,000	\$30,000.00	\$1,327,750.00
12	\$2,500	\$30,000.00	\$1,357,750.00
15	\$2,000	\$30,000.00	\$1,387,750.00
18	\$1,500	\$27,000.00	\$1,414,750.00
20	\$1,250	\$25,000.00	\$1,439,750.00
24	\$1,000	\$24,000.00	\$1,463,750.00
Many	\$500 or less	\$36,250.00	\$1,500,000.00

99 Commitments = \$202,250.00 or 13% of Goal

263 Commitments = \$1,500,000.00 or 100% of Goal



# SEPTEMBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Labor Day</i>	3 3 pm Campaign Admin. & Involvement Ldr 5:30 pm Pastor & Campaign Chrs. 6 pm Print/Visual Mtg. 7 pm <b>Train Leadership Team</b> 8 pm Advance Commitment/ Pacesetter Gifts #1	4	5	6	7 Introduce Leadership Team  Distribute Special Edition Newsletter at Masses
8 Introduce Leadership Team  Distribute Special Edition Newsletter at Masses	9	10	11	12	13	14
15	16	17 5:30 pm Print/Visual Comm. Mtg. #2 6:15 pm Contact Team Assts. 7 pm <b>Leadership Team Report Mtg. #1</b> 8 pm Pace Setter Gifts Mtg.#2/ Adv Commit. Mtg#2	18	19 Fact Sheet due to printer	20	21
22 Awareness Gathering	23	24	25	26 Brochure due to printer	27	28
29	30					



OCTOBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Fact Sheet mailed by printer	5
6	7	8 5:30 pm Pastor & Campaign Chrs 6 pm Train Info. Team 6:30 pm Train Contact Team 7:30 pm <b>Leadership Team Report Mtg. #2</b> 8:30 pm AC Mtg. #3/ Pacesetters	9	10	11 Brochure delivered to parish by printer  Parish-wide Event Invitation due to printer	12
13	14 <b>Columbus Day</b>  Newsletter due to printer	15 Parish mails Advance Commitment Invitations	16	17	18	19 Distribute Information Packets
	Information and Prayer Calls -- October 14 – 19					
20 Distribute Information Packets	21	22 5 pm Follow-up Mtg 6 pm Pacesetter Gifts Report Mtg 7 pm LT Report Mtg. #3 8 pm Advance Commitment Host Orientation	23 Parish mails remaining Info Packets	24	25 Parish-wide Event Invitation mailed by printer	26 <b>Weekend I</b> Announce Goals Pastor's Stewardship Talk Poster Festival Attend Meeting to Answer Questions
		Advance Commitment Gathering Calls -- October 22 - 31				
27 <b>Weekend I</b> Announce Goals Pastor's Stewardship Talk Poster Festival Attend Meeting to Answer Questions	28 Newsletter mailed by printer	29	30	31		
Advance Commitment Gathering Calls -- October 22 - 31						



NOVEMBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
•	•	•	•	•	•	•
					1	2 <b>Weekend II</b> Homily Stewardship Talk Youth Involvement Weekend
3 <b>Weekend II</b> Homily Stewardship Talk Youth Involvement Weekend	4	5 7 pm Advance Commitment Gathering	6	7	8	9 <b>Weekend III</b> Homily Stewardship Talk
Parish Event Invitation Calls – November 4 - 9						
10 <b>Weekend III</b> Homily Stewardship Talk	11	12	13	14	15	16 <b>Commitment Weekend</b> Homily Stewardship Talk Parish-wide Event
17 <b>Commitment Weekend</b> Homily Stewardship Talk Parish-wide Event	18	19	20 Parish mails remaining commitment cards	21	22	23 <b>Commitment Weekend II</b> Homily Stewardship Talk
24 <b>Commitment Weekend II</b> Homily Stewardship Talk	25	26	27	28 <i>Thanksgiving Day</i>	29	30 Continue to receive Commitments at Mass

**DECEMBER****2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> Continue to receive Commitments at Mass	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Continue to receive Commitments at Mass
<b>8</b> Continue to receive Commitments at Mass	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Continue to receive Commitments at Mass
<b>15</b> Continue to receive Commitments at Mass	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Continue to receive Commitments at Mass
<b>22</b> Continue to receive Commitments at Mass	<b>23</b>	<b>24</b>	<b>25</b> <i>Christmas</i>	<b>26</b>	<b>28</b>	<b>28</b> Continue to receive Commitments at Mass
<b>29</b> Continue to receive Commitments at Mass	<b>30</b>	<b>31</b>				
Celebration Calls – Dec 29 – Jan 4						

**JANUARY****2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
•	•	•	•	•	•	•
			1 <i>New Year's Day</i>	2	3	4 <i>Epiphany</i> Celebration Weekend
			Celebration Weekend Reminder Calls – Dec 29 – Jan 4			
5 <i>Epiphany</i> Celebration Weekend	6	7	8 Parish mails Thank-you notes to those making commitments	9	10	11
12	13	14	15	16	17	18
19	20 <i>Martin Luther King Day</i>	21	22	23	24	25
26	27	28	29	30	31	



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## LEADERSHIP TEAM AND LEADERS

The Leadership Team is the core group of leaders in the campaign. A leader or co-leader(s) represents each function during the campaign.

### **ADVANCE COMMITMENT LEADER(S)**

The Advance Commitment Leader is asked to plan and direct a series of Gatherings that can be held at the parish, in the homes of parishioners, or some other location. The purpose of these Gatherings is to ask leaders in the parish to consider making their commitments prior to Commitment Weekend to set the pace for success.

### **CAMPAIGN ADMINISTRATOR(S)**

The Campaign Administrator will work closely with the pastor, your consultant, and the Campaign Chair. Responsibilities include:

- Scheduling arrangements for meetings
- Assigning phone calls and/or visits
- Coordinating all campaign mailings (as applicable)
- Tabulating all reservations and acknowledgments to appropriate leaders.
- Collating materials for all campaign training meetings and activities

### **CAMPAIGN CHAIR(S)**

The Campaign Chair serves in a general leadership capacity for the campaign. The chair will:

- Help moderate Leadership Team meetings
- Be available to support team leaders
- Serve as liaison between team leaders and consultant
- Make public announcements related to the campaign
- Represent the Leadership Team in other communications
- Represent the campaign to all parish teams and ministries
- Set an example for leadership

### **CHILDREN'S ACTIVITY LEADER(S)**

The Children's Activity Leader is responsible for the planning and implementation of activities and learning opportunities during the course of the campaign. The leader will:

- Oversee all plans and arrangements for the Children's Activity during the Parish-Wide Event
- Develop and implement a Poster Festival or some other type of activity for children
- Prepare children's teachers to teach stewardship lessons on giving





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### **CONTACT LEADER(S)**

The Contact Team will be responsible for making phone calls to every parish household at three key times to support the activities of the campaign. This is the largest campaign team—allowing for many people to each do a small task to get a big job done. The purpose of the calls will be to:

- Call 1—Provide instruction to each household regarding the information activity of the campaign.
- Call 2—Encourage attendance at the Special Event and receive reservations, if needed.
- Call 3—Remind each household to return its Commitment Card prior to Celebration Weekend.

None of these calls will involve asking for money or pledges.

### **EVENT LEADER(S)**

The Parish-Wide Event Leader is responsible for all plans and arrangements related to the Parish-Wide Event scheduled in conjunction with Commitment Weekend (with the exceptions of the program). The Leader is asked to participate in the decision related to type of event; to make arrangements for the facility, food, decorations; and to oversee the event.

### **FOLLOW-UP LEADER(S)**

The Follow-Up Leader is responsible for the maintenance of the campaign through the three-year giving period. The leader is asked to:

- Create a three-year calendar for follow-up
- Keep the campaign visible and fresh through regular communications to the parishioners
- Develop and implement activities to introduce new parishioners to the campaign
- Work to keep the stewardship emphasis before the parishioners

### **INFORMATION LEADER(S)**

The Information Team is responsible for selecting and developing a plan to disseminate information to every household. One of several activities (or combination of activities) may be used, such as:

- Distribution of information packets after Mass (may include a video)
- Other information dissemination strategies chosen by leaders



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### **INVOLVEMENT LEADER(S)**

Involvement of people through enlistment is key to the success of a campaign. The Involvement Leader works with all teams to coordinate Involvement. Primary duties include:

- Monitor involvement for each leader and team
- Provide teams up-to-date lists of people available for involvement
- Alert leaders when involvement falters
- Provide help to those having difficulty in Involvement

### **PACESETTER GIFTS LEADER(S)**

The objective of the Pacesetter Gifts Leader is to identify those who may have the ability to make commitments at the highest levels needed for the success of the campaign. In addition, these leaders will implement strategies for individual visits to ask these individuals to prayerfully consider making that commitment.

### **PRAYER LEADER(S)**

The Prayer Leader will develop a prayer support team that will pray on a regular basis for campaign activities, Leadership Team members, and major campaign events. In addition, a parish-wide prayer emphasis may be planned to take place during the Inspiration Phase of the campaign.

### **PRINT COMMUNICATIONS LEADER(S)**

The Print Communications Leader is responsible for the development of all printed material used in the campaign. The Print Communications Team will manage the production of all material and any printing arrangements that are needed.

### **VISUAL COMMUNICATIONS LEADER(S)**

The Visual Communications Leader is responsible for the development and duplication of a short visual presentation that is to be used in the Information Activity. This is an optional activity.

### **YOUTH LEADER(S)**

The Youth Leader(s) is responsible for planning and organizing all activities that involve the youth, 7th-12th grade, of the parish. These activities may include:

- Youth Prayer Activity
- Youth Involvement Activity
- Youth Commitment Event
- Youth Involvement in Parish-Wide Event

The Youth Activity Leader(s) will enlist a team to help with these activities.



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## INVOLVEMENT TABLES

Enlistment takes place in either two or three stages. These stages are outlined below.

1. The pastor enlists leaders for the Leadership Team
2. Each leader enlists a certain number of assistants
3. In some cases, each assistant enlists a certain number of members

Only the Contact Team will enlist both assistants and members. All the other groups will only enlist assistants.

The following five teams should enlist the number of assistants and members according to the tables below. All other team leaders will enlist assistants according to their own team tasks and needs. Please seek the advice of your consultant if you have questions regarding the size of your team.

<b>Contact Team - 3 Levels of Enlistment</b>	
Number of Leaders	3
Each Leader Enlists	4 Assistants
Total Team Assistants	12
Each Assistant Enlists	4 Members
Total Members	48
Total Team	51
<b>Information Team - 2 Levels of Enlistment</b>	
Number of Leaders	4
Each Leader Enlists	3 Assistants
Total Team Assistants	12
Total Team	16



<b>Parish-Wide Event Team - 2 Levels of Enlistment</b>	
Number of Leaders	5
Each Leader Enlists	6 Assistants
Total Team Assistants	30
Total Team	35
<b>Children's Activities Team - 2 Levels of Enlistment</b>	
Number of Leaders	2
Each Leader Enlists	9 Assistants
Total Team Assistants	18
Total Team	20
<b>Advance Commitment Team - 2 Levels of Enlistment</b>	
Number of Leaders	2
Each Leader Enlists	6 Assistants
Total Team Assistants	12
Total Team	14



## EVENT LEADER

The Event Leader plans the Advance Commitment Gathering and plans and hosts the parish-wide event(s) as well as decorates the location of the Parish-Wide Event for the campaign. The event may be for the following purposes:

- Kicking off the campaign
- Strengthening parish unity and purpose
- Receiving commitments
- Celebrating campaign successes

### Responsibilities:

- Attend Leadership Team Training, Leadership Team Report Meetings and Parish-Wide Event Planning Meetings
- Attend Advance Commitment Gatherings
- Enlist a team of people who will help:
  - Plan and help host the Advance Commitment Gathering
  - Plan and host the Parish-Wide event
  - Decorate the location of the Parish-Wide Event for the campaign
- After consultation with the Pastor and Campaign Chair(s), set the date for the Parish-Wide Event
- Work with the Pastor and Campaign Chair(s) to create the event that was determined during program orientation
- Publicly support the campaign for the parish and archdiocese
- Prayerfully consider a sacrificial, financial commitment to the campaign

### **\*\*MEETINGS YOU SHOULD ATTEND\*\***

<b>October 29, 2013</b>	<b>7:00 PM</b>	Leadership Team Training
<b>December 02, 2013</b>	<b>7:00 PM</b>	Leadership Team Report Meeting #1
<b>December 10, 2013</b>	<b>12:00 AM</b>	Contact Team Training
<b>December 09, 2013</b>	<b>7:00 PM</b>	Leadership Team Report Meeting #2
<b>December 16, 2013</b>	<b>7:00 PM</b>	Leadership Team Report Meeting #3
<b>December 20, 2013</b>	<b>7:00 PM</b>	Advance Commitment Gathering #1
<b>December 28 - 29, 2013</b>		<b>Commitment Weekend &amp; Parish-Wide Event</b>



## **- Timetable For Completing Your Tasks -**

**October 29, 2013**

### **Leadership Team Training and Individual Team Meetings**

- Attend Leadership Team Training - **7:00 PM**
- Get names from the Master Involvement List so you can begin enlisting your team
- Review your workbook and place the dates and times of the meetings you will attend on your personal calendar

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

- Enlist your team
- Report results of enlistment to the Involvement Leader
- Meet with your Pastor to discuss Parish-Wide Event options (Appendix A, B)
- Reserve facilities for Parish-Wide Event (if a decision on location has been made)

**December 02, 2013**

### **Leadership Team Report #1 and Individual Team Meetings**

- Attend Leadership Team Report Meeting #1 - **7:00 PM**
  - Give report on activity and plans that have been made



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

- Finish building your team
- Meet with your Pastor, Advance Commitment Leader(s) and Campaign Chair(s) to finalize decisions regarding time, place and food for the Advance Commitment Gathering
- Meet with your Pastor and Campaign Chair(s) to make a final decision about the time, place, and focus of the Parish-Wide Event
  - Decide on a theme. This shouldn't conflict with the archdiocesan theme, but it is often helpful to have a Parish-Wide Event theme that is unique to the parish
- Meet with your team
  - Plan the event
  - Create a timeline
  - Assign tasks to team members
    1. Food
    2. Audio-Visual
    3. Decorations
    4. Nametags
    5. Invitations
    6. Room set-up
    7. Clean-up
- Create the budget and present it for approval to those who have financial oversight (Appendix C)
- Provide a Parish-Wide Event Fact Sheet to the Campaign Administrator for insertion into the Contact Team mailing (Appendix D)
- Attend Contact Team Training to share information regarding the details of the event
- Decide whether or not you will need people to make reservations
- Contact a caterer if needed



## **December 09, 2013**

### **Leadership Team Report #2 and Individual Team Meetings**

- Attend Contact Team Training to share information regarding the details of the Parish-Wide Event - **12:00 AM**
- Attend Leadership Team Report #2 - **7:00 PM**
  - Give report of progress and plan of activities
  - Provide a Parish-Wide Event Fact Sheet to all members of the Leadership Team
  - Provide invitation information to the Print Leader
  - Check in with your consultant to be sure plans are on track

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

- Finalize plans and begin gathering resources needed for the Parish-Wide Event
- Be sure the Print Leader is:
  - Publicizing the Parish-Wide Event in brochures, bulletins, etc.
  - Working on the invitation

## **December 16, 2013**

### **Leadership Team Report #3 and Individual Team Meetings**

- Attend Leadership Team Report #3 - **7:00 PM**
  - Give final report of planned activities
  - Be sure all leaders have a clear picture and understanding of the event, its purpose, and the activities that will take place





### **Between Leadership Team Report #3 and Parish-Wide Event on December 21, 2013**

- Meet with your team to be sure everything is ready to go for the Parish-Wide Event
- Check with the Campaign Administrator to be sure that:
  - Up-to-date event information is shared with the Contact Team
- Have an announcement made, extending an invitation, and encouraging attendance during the Masses on Weekends II and III
- Be Sure materials and preparations for the event are complete
  - Sound and AV equipment
  - Tables and chairs
  - Decorations
  - Print material
  - Food
  - Nametags
  - Set-up and clean-up crews

### **December 20 - 7:00 PM**

#### **Advance Commitment Gathering**

- Plan to attend and assist in hosting the Advance Commitment Gathering

### **December 21 - 22, 2013**

#### **At the Parish-Wide Event**

- Arrive early to be sure set-up is correct
- Welcome attendees
- Be sure people have nametags and material
- Be ready to assist presenters



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**December 28 - 29, 2013**

**Commitment Weekend**

- Plan to attend Mass this weekend. Do not neglect the privilege of worshiping 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."*



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## PARISH-WIDE EVENT OPTIONS

### ***OPTION 1***

Time: The first weekend of the Inspiration Phase  
Purpose: To generate enthusiasm and ownership  
To celebrate parish ministries  
To highlight the campaign project  
To answer questions and encourage support

### ***OPTION II***

Time: During or adjacent to commitment weekend  
Purpose: To gather the whole parish for a banquet  
To inspire through:

- Testimonials
- DVD
- Pastor's presentation

To receive commitments

### ***OPTION III***

Time: Commitment Weekend  
Purpose: To provide a social event that will:

- Celebrate parish life
- Be fun
- Have an activity related to the campaign
- Get people to mass

### ***OPTION IV***

Time: Celebration Weekend  
Purpose: To Celebrate the successes of the campaign

- Involvement
- Better understanding
- Prayer
- Spiritual growth
- Funds raised

# EVENT PLANNING WORKSHEET

*"They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people."  
(Acts 2:46-47)*

No activity in your campaign has more significance or impact on the success of your campaign than the Parish-Wide Event on Commitment Weekend. It is to be an occasion that should entice everyone to want to attend and, when there, to want to participate financially in the campaign. You are responsible for making the Parish-Wide Event such a moment.

The Event Leader determines, secures, and oversees all of the physical arrangements related to the occasion, such as the place, food, decorations, etc. (The Print Team is responsible for the Invitation to the Event. The Contact Team is responsible for confirming attendance. Father will plan and implement the program.) The following identifies some of the things that need to be considered in planning the occasion.

## **TO BE DECIDED BEFORE SEEKING A LOCATION FOR THE PARISH-WIDE EVENT:**

1. Select the kind of event that will best accomplish your purpose. (Reception, banquet, picnic, etc.)
2. Select the time frame. (Allow an hour for a banquet program. Then add to that the time needed for food service.)
3. Narrow the vicinity. (If away from the parish, it should be within 20 minutes driving distance.)
4. Determine the ages attending. (This will impact the number attending.)
5. Estimate the number to expect. (You must have a working number to determine the room size. Use the following formulas for arriving at a number for a banquet.)
  - *Method 1 – Mass attendance minus children*
  - *Method 2 – 80% of Mass attendance*
  - *Method 3 – 90% of total envelope units*
  - *Method 4 – Combined average of any of the above.*

## **TO BE CONSIDERED AND NEGOTIATED IN CHOOSING THE LOCATION:**

All factors impacting the success of the Event should be evaluated. Discuss and negotiate as many of these as you can before you select and officially secure a place.

1. **ATTRACTIVENESS AND ATTRACTION:** (Will it draw people to attend?)
2. **ACCOMMODATIONS:** (Can it hold the number of people expected?)
3. **SECURITY:** (Will the people feel safe or will security need to be provided?)
4. **ACCESSIBILITY:** (Is it easy to get to?)

5. **PARKING:** (Is there enough? Is it free? Is it close to the Event site?)
6. **FOOD:** (Is it needed? If so what about type, quality, quantity, variety?)
7. **CATERERS:** (Who can supply the food? Can outside caterers be used?)
8. **COST:** (\$25.00 - \$30.00 per person for a banquet; \$7.00 - \$15.00 for a brunch)
9. **CHILD SERVINGS:** (If children are included, can a smaller charge be applied for them?)
10. **GRATUITIES:** (Usually 18% in a banquet setting. Is this included in the per plate cost?)
11. **TAX:** (The parish should not be charged sales tax; you must provide the tax number)
12. **DEPOSIT:** (When is it due, how much, to whom?)
13. **BALANCE:** (When will the remainder have to be paid?)
14. **HEAD COUNT:** (When we will need to provide an exact number? Most want 72 hours.)
15. **ACTUAL CHARGE:** (Will that head count be the actual number for which we must pay?)
16. **EXTRA PROVISIONS:** (Will they prepare food for overage – usually an additional 5-10%)
17. **ROUND TABLES:** (If it is a banquet setting; seating for 8 is preferred)
18. **TABLE POSITIONS AND LOCATIONS:** (Are sight lines good for viewing a video?)
19. **DECORATIONS:** (Do you need to provide or will the location have what is needed?)
20. **SERVING/EATING TIME:** (1 hour for banquet, 45 minutes for a breakfast or brunch.)
21. **AVAILABILITY:** (Can we have the room at least six hours in advance for preparation?)
22. **DISTRACTIONS:** (Will other activities or groups be scheduled around us at that time?)
23. **EQUIPMENT:** (Who provides sound equipment, viewing screens, piano, china, etc.?)
24. **VACANCY:** (How soon do we have to remove our equipment from the place?)
25. **HOSPITALITY ROOM:** (Will they provide a room for those who need to change clothes?)
26. **TASTING:** (Will they allow you to sample the menu in order to choose the items desired?)
27. **EXTRA SEATING:** (Will chairs be provided for those who may only attend the program?)

**OTHER ITEMS TO BE CONSIDERED:**

1. **INVITATIONS:** Hand addressed if at all possible.
2. **RESERVATIONS/HEAD COUNT:** Contact Team will provide if asked.
3. **TRANSPORTATION:** Are there individuals that will need transportation and who will provide?
4. **DIRECTIONS:** Will you need to provide maps?
5. **WELCOMING:** Have hosts/greeters at major entrances and in hallway leading to banquet location.
6. **NAME TAGS:** Will these be pre-prepared or will you provide tags and pens at the doors/tables?
7. **SEATING ARRANGEMENTS:**
  - ☐ Random Seating
  - ☐ Reserved Seating
  - ☐ Other Considerations – program participants, choir members, instrumentalists, Host team members, families, youth
8. **TABLE IDENTIFICATION:** Will seating be assigned? Who by? How will you direct people to their table?
9. **TABLE HOSTING:** Will you provide/need hosts & hostesses at each table?
10. **COMMITMENT CARD TABLE:** Provide a table with commitment cards and someone/or several to staff it.
11. **ACKNOWLEDGMENTS:** Thank those who helped make the day a success.
12. **PICTURES AND/OR VIDEO CAMERAS:**
13. **CONTACT TEAM:** Make sure that Event Fact Sheet for the Contact Team is completed and to the Campaign Administrator by date requested.



## SAMPLE BUDGET REQUEST FORM

It is important that the estimated budget for your activity be approved as soon as possible. Complete the following request form and give a copy to the Campaign Chair(s). Approval will be gained from the appropriate parish officials.

### BUDGET REQUEST FORM

ITEM	ESTIMATED COST	APPROXIMATE DATE OF EXPENSE
Facility (If Needed)		
Down Payment		
Final Payment		
Food		
Equipment		
Materials		
Decorations		
Entertainment		
Other		
Total		



## FACT SHEET FOR THE CONTACT TEAM

TYPE OF EVENT:

PROGRAM FEATURES:

LOCATION:

DIRECTIONS:

CHILDCARE:

CHILDREN'S ACTIVITY

DATE: \_\_\_\_\_

TIME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MENU (IF APPLICABLE):

DRESS:

PARKING:

OTHER INFORMATION CONTACT TEAM MEMBERS SHOULD COMMUNICATE DURING THEIR CALLS FOR PARISH-WIDE EVENT RESPONSES: