

DEVELOP A TIMELINE

INITIAL PLANNING

DATE

- ☐ Print out and read this document.
- ☐ Decide when to conduct the program.
- ☐ Develop a plan for “Telling Your Congregation’s Stories Before the Program Begins.”
- ☐ Consult “Evaluating Your Congregation’s Ways to Give” and “Using ‘The Joy of Generosity’ With Online Worshipers.”

At least two weeks before Sunday, Week One

DATE

- ☐ Customize and prepare to mail “Introducing ‘The Joy of Generosity.’”
- ☐ Recruit and give materials to all four people who will deliver talks in worship.
- ☐ Edit and prepare all “Message Before the Weekend” materials.
- ☐ Create a place on the congregation’s website for “The Joy of Generosity” materials.

WEEK ONE

DATE

- ☐ On Tuesday or Wednesday, distribute “Message Before the Weekend.”
- ☐ Prepare and include bulletin insert.
- ☐ Prepare and use projection slide.
- ☐ Deliver sermon and talk in worship.

WEEK TWO

DATE

- ☐ On Tuesday or Wednesday, distribute “Message Before the Weekend.”
- ☐ Prepare and include bulletin insert.
- ☐ Prepare and use projection slide.
- ☐ Deliver sermon and talk in worship.
- ☐ Prepare mailing for Week Four.

WEEK THREE

DATE

- ☐ On Tuesday or Wednesday, distribute “Message Before the Weekend.”
- ☐ Prepare and include bulletin insert.
- ☐ Prepare and use projection slide.
- ☐ Deliver sermon and talk in worship.

WEEK FOUR

DATE

- ☐ On Monday (or earlier), post congregation mailing.
- ☐ Deliver talk in worship.

REPORTING & FOLLOW-UP

Continues for three weeks after Week Four

- ☐ Report results to the congregation.
- ☐ Thank those who have submitted financial commitments.
- ☐ Follow-up with previous pledgers who have not yet made a commitment.