

Beech Springs Church

Pastor Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
Select Campaign Theme and Logo			9/9/26	9/23/26	2
Write Campaign Introduction Foldout/Trifold Pastor Letter			9/9/26	9/23/26	5
Write Pastor's Letter for the Brochure/Booklet			9/23/26	10/7/26	11
MEETING: Pastor and Program Manager Training	9/29/26	5:00PM			
MEETING: Leadership Team Training #1	9/29/26	7:00PM			
MEETING: Early Commitment Coordinator Training	9/29/26	8:00PM			
Download Pastor's Resources (Sample Sermons, Letters, Logo Kit and Lessons)			9/29/26	10/6/26	3
Start Discussing the Advance Donor Communication Strategy with Your Consultant			9/29/26	10/20/26	4
Discuss Monetary Campaign Goals with Your Consultant			9/29/26	10/20/26	3
Introduction of Campaign Leadership Team to Church in Sunday Services			10/4/26	10/11/26	2
Determine Location For Advance Donor Communication Meetings (with Potential Key Donors)			10/6/26	10/13/26	13
Write Invitation Letter for Early Commitment Dinner			10/6/26	10/13/26	16
Write Advance Donor Meeting Invitation Letter			10/6/26	10/20/26	14
Prepare Vision Sunday Presentation			10/11/26	10/25/26	6
Prepare For Advance Donor Communication (with Potential Key Donors)			10/13/26	10/27/26	12
MEETING: Leadership Team Training #2	10/20/26	7:00PM			
MEETING: Early Commitment Team Training	10/20/26	8:00PM			
Promote Vision Sunday During Services			10/25/26	11/1/26	11
Approve Gifts-In-Kind Committee			10/25/26	11/8/26	12
Prepare for Sunday #1			11/1/26	11/7/26	19
Write Post-Donor Meeting Letter			11/3/26	11/11/26	15
Review Instructions for Early Commitment Event Presentation			11/5/26	11/12/26	17 - 19

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
Event: Vision Sunday			11/8/26	11/8/26	
Event: Vision Q & A			11/8/26	11/8/26	
Prepare for Sunday #2			11/8/26	11/14/26	20
Prepare the Commitment Day Program			11/8/26	11/29/26	20 - 21
Event: Advance Donor Communication			11/10/26	11/10/26	
Open Invitation to Early Commitment Dinner			11/15/26	11/15/26	17
Prepare for Sunday #3			11/15/26	11/21/26	20
Event: Early Commitment Dinner			11/19/26	11/19/26	
Prepare for Sunday #4			11/22/26	11/28/26	20
Promote Commitment Day During Services			11/22/26	11/29/26	20
Write Letter to be Mailed with the Commitment Card			11/23/26	11/30/26	21 - 22
Monitor Returns of Early Commitment Pledges Collected			11/29/26	12/3/26	19
Event: Commitment Day			12/6/26	12/6/26	
Ask for Commitment Cards to Be Returned During Commitment Day Services			12/6/26	12/6/26	21
Promote First Fruits Offering During Commitment Day Services			12/6/26	12/6/26	21
Promote First Fruits Offering During All Post Commitment Day Services			12/6/26	12/13/26	22
Ask for Commitment Cards to Be Returned During All Post Commitment Day Services			12/6/26	12/13/26	22
Event: Lead Celebration Sunday			12/20/26	12/20/26	22