



Lighthouse EPC

Readiness Assessment and Capital Campaign Calendar

September 2009

- 2: Introductory Administration Meeting, 9 am
- 3: Begin drafting Case Statement and Survey
- 4: E-Mail / Mail Interview Invite Letter
- 4: Mail case statement and survey
- 4-16: Schedule personal interviews
- 4-17: Data gathering and demographic information ordered
- 4-30: Recruit Ministry Team Chairs
- 8: Link survey to church website
- 10: First Management Team Meeting, 7:30 am
- 17-20: Conduct personal interviews
- 20: Announce Volunteer organization meeting in bulletin
Pulpit announcement to promote VOM
- 19: E-mail invite to the VOM
- 20: Announce last chance to complete survey at services
- 21: Survey's Due
- 22-25: Church Development to tabulate and compile results
- 25: Newsletter 1 out: study results, campaign calendar, and invitation to VOM
- 29: Present readiness report to elders and building team

October 2009

[Assumes Positive Readiness Assessment Results]

- Major donor plans and solicitation
- Events begin: social, input on building, stewardship education

- 4: Volunteer Organization Meeting, 12 PM**
- 4: Develop Brochure (continue through Nov. 2)
- 6: Management Team, 9:30 AM
- 9: Events schedule set and planned
- 9: Event invitations go out (events Oct. 21 – Nov. 24)**
- 9: Newsletter 2: Results of VOM, Campaign activities, and stewardship information
- 9: Executive Committee Meeting, 6:30 PM
- 11: Announce CC chair in services

- 15: Management Team, 8 AM
- 19: Steering Committee, 6:30 - 8 PM
- 21: Management Team, 8 AM
- 25: Burdge/Boan Small Group Event, 6:30 PM
- 28: Walking with God Small Group Event, 5 AM
- 28: Management Team, 8 AM
- 29: Robinson Small Group Event, 7 PM
- 29: [Newsletter 3 out: stewardship/prayer focus, questions and answers, list volunteers, magnet](#)

November 2009

- Ambassadors recruiting other team members
- Events continue
- Continue major donor cultivation

- 1: All church Building Feedback and Solicitation Event, 12 PM**
- 2: Brochure content to Artist
- 4: Management Team, 8 AM
- 8: All church Building Feedback and Solicitation Event, 12 PM**
- 8: Family Style Small Group Event, 6 PM
- 8: BG's Small Group Event, 7 PM
- 9: Blakeman Small Group Event, 6:30 PM
- 11: Management Team, 8 AM
- 15: Abundant Living Personal Finance Seminars, 6 PM**
- 15: The Berean's Small Group Campaign Event, 5 PM
- 16: Brochure to Printer
- 16: Ambassador training, 6 PM**
- 18: Management Team, 8 AM
- 19: [Newsletter 4 out: stewardship/prayer focus, and what to expect](#)
- 20: Lighthouse Women Small Group Event, 11:30 AM
- 20: TGIF Small Group Event, 7 PM
- 29: Sermon on prayer and stewardship
Lay speaker to share at Sunday Services
- 30: Mail out request for support packet; Brochure, campaign prayer

December 2009

- 2: Ambassador Team calls begin (continue through Dec. 12)
- 2: Management Team, 8 AM
- 3: [Newsletter 5 out: additional Q&A](#)
- 6: Preaching on prayer and stewardship
Announce Leadership Gifts
Lay Speaker to share in services
- 7: Prayer Event, 7 PM**
- 9: Management Team, 8 AM
- 13: Commitment Sunday**
Sermon tying CC to vision, ask for commitments
Chair of CC to share at services
- 16: Management Team, 8 AM

- 17: [Newsletter 6 out: results of CC](#)
- 20: **Celebration Event after services**
- 27: Follow-up letter out
- 27: Mail thank you letters and gifts

January 2010

- 7: Management Team, 8 AM
- 7: Second follow-up letter out
- 7: Set Follow-up Team