

## Appendix A: 8 Preparation Weeks Preceded by 2 Vision Planning Meetings and 1 Selection Team Meeting

8 Prep Weeks		Prep Week 1	Prep Week 2	Prep Week 3	Prep Week 4	Prep Week 5	Prep Week 6	Prep Week 7	Prep Week 8
<b>Events</b>	Vision Planning Meeting 1 and 2 and Selection Team Meeting	Potential Team Leaders Meeting	Begin Filling Team Leader Positions	Finish Filling Team Leader Positions	Recruit Team Members	Continue Recruiting Team Members	Begin Team Leader 10 Minute Huddle Meetings	Huddle Meeting for All Leaders and Assistants	Team Meeting 1 Continue Huddle Meetings
<b>Mission Coordinator</b>		Lead Potential Leaders Meeting	Select All Team Leaders	Fill Remaining Leader Positions	Assist Recruiting Team Members	Support All Team Leaders	Support All Team Leaders - Huddle	Support All Team Leaders	Lead Team Meeting 1
<b>Pastoral Team</b>		Potential Team Leaders Meeting					Review Sermon Suggestions		Team Meeting 1 Plan Goal Details
<b>Promotion Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Meet With Team Leaders to Plan	Support Promo Teams - Huddle	Support Promo Teams - Huddle	Team Meeting 1 Plan Goal Page
<b>Website Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Begin Website Review	Add Theme to Web - Huddle	Finish Website Huddle	Team Meeting 1 Website Test
<b>Newsletter Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Prepare Template	Prepare 1 <sup>st</sup> Draft Huddle	Newsletter Done Huddle	Team Meeting 1 Newsletter Out
<b>Printing Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Select Wristbands	Order Wristband Design Brochure	Finish Brochure Huddle	Print Newsletter Huddle	Team Meeting 1
<b>Presentation Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Develop Skits Huddle	Develop Skits Huddle	Team Meeting 1 Skit # 1
<b>Media Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Make Media List	Press Release Huddle	Send Out Release -Huddle	Team Meeting 1
<b>Secretarial Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Update Member Lists - Huddle	Personal Visits List - Huddle	Team Meeting 1
<b>Connection Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Set Up Calling Lists	Begin Member Calls - Huddle	Complete Calls Booth - Huddle	Team Meeting 1 Booth Complete
<b>Listening Visits Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Begin Recruiting Visitation Teams	Recruit Visitation Teams - Huddle	Recruit Visitation Teams - Huddle	Team Meeting 1 Recruit Teams
<b>Prayer Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Plan Prayer Vigil Huddle	Plan Prayer Vigil Huddle	Team Meeting 1
<b>Dessert Feast Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Plan Dessert Feast - Huddle	Plan Dessert Feast - Huddle	Team Meeting 1
<b>Community Events Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Huddle	Plan Community Event - Huddle	Team Meeting 1
<b>Guest Welcome Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Huddle	Welcome Guest Plan - Huddle	Team Meeting 1
<b>School Team</b>		Potential Team Leaders Meeting	Select Team Leader	Recruit Team Members	Continue Adding Team Members	Review Future Tasks	Special Project Huddle	Huddle	Team Meeting 1
<b>Facilities Team</b>	This Team will conduct annual audits, implement short term maintenance and make recommendations for long term expansion.								
<b>Planned Giving Team</b>	This Team serves indefinitely and usually includes the treasurer, the council president and one or two members with financial and/or business experience. Congregations are encouraged to use planned giving professionals as consultants, which is usually done at no charge.								
<b>Partnership Team</b>	Medium to large Congregations partner with small congregations to provide encouragement and support to each other according to their blessings and needs.								