

Pleasant Valley North Baptist Church

Pastor Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
MEETING: Pastor and Program Manager Training	12/1/26	5:00PM			
MEETING: Leadership Team Training #1	12/1/26	7:00PM			
MEETING: Early Commitment Coordinator Training	12/1/26	8:00PM			
Download Pastor's Resources (Sample Sermons, Letters, Logo Kit and Lessons)			12/1/26	12/8/26	3
Start Discussing the Advance Donor Communication Strategy with Your Consultant			12/1/26	1/12/27	4
Discuss Monetary Campaign Goals with Your Consultant			12/1/26	1/12/27	3
Select Campaign Theme and Logo			12/2/26	12/16/26	2
Write Campaign Introduction Foldout/Trifold Pastor Letter			12/2/26	12/16/26	5
Introduction of Campaign Leadership Team to Church in Sunday Services			12/6/26	12/13/26	2
Determine Location For Advance Donor Communication Meetings (with Potential Key Donors)			12/15/26	1/12/27	13
Prepare For Advance Donor Communication (with Potential Key Donors)			12/15/26	1/26/27	12
Write Pastor's Letter for the Brochure/Booklet			12/16/26	12/30/26	11
Write Invitation Letter for Early Commitment Dinner			12/29/26	1/5/27	16
MEETING: Leadership Team Training #2	1/12/27	7:00PM			
MEETING: Early Commitment Team Training	1/12/27	8:00PM			
Write Advance Donor Meeting Invitation Letter			1/12/27	1/19/27	14
Promote Vision Sunday During Services			1/17/27	1/24/27	11
Approve Gifts-In-Kind Committee			1/17/27	1/31/27	12
Prepare for Sunday #1			1/24/27	1/30/27	19
Event: Vision Sunday			1/31/27	1/31/27	
Event: Vision Q & A			1/31/27	1/31/27	
Prepare for Sunday #2			1/31/27	2/6/27	20

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Prepare the Commitment Day Program			1/31/27	2/21/27	20 - 21
Write Post-Donor Meeting Letter			2/2/27	2/10/27	15
Review Instructions for Early Commitment Event Presentation			2/4/27	2/11/27	17 - 19
Prepare for Sunday #3			2/7/27	2/13/27	20
Event: Advance Donor Communication			2/9/27	2/9/27	
Open Invitation to Early Commitment Dinner			2/14/27	2/14/27	17
Prepare for Sunday #4			2/14/27	2/20/27	20
Promote Commitment Day During Services			2/14/27	2/21/27	20
Write Letter to be Mailed with the Commitment Card			2/15/27	2/22/27	21 - 22
Event: Early Commitment Dinner			2/18/27	2/18/27	
Monitor Returns of Early Commitment Pledges Collected			2/21/27	2/25/27	19
Event: Commitment Day			2/28/27	2/28/27	
Ask for Commitment Cards to Be Returned During Commitment Day Services			2/28/27	2/28/27	21
Promote First Fruits Offering During Commitment Day Services			2/28/27	2/28/27	21
Promote First Fruits Offering During All Post Commitment Day Services			2/28/27	3/7/27	22
Ask for Commitment Cards to Be Returned During All Post Commitment Day Services			2/28/27	3/7/27	22
Event: Lead Celebration Sunday			3/14/27	3/14/27	22