

Pleasant Valley North Baptist Church
Program Manager
Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
MEETING: Design/Video/Website/Social Media Coordinators' Training	TBD				
MEETING: Program Manager Training	12/1/26	5:00PM			
MEETING: Adult, Children and Student Coordinators Training	12/1/26	6:00PM			
MEETING: Leadership Team Training #1	12/1/26	7:00PM			
MEETING: Early Commitment Coordinator Training	12/1/26	8:00PM			
MEETING: Prayer Coordinator Training	12/1/26	8:00PM			
Prepare for Meetings			12/1/26	12/8/26	3
Reserve Rooms for Campaign Meetings			12/1/26	12/8/26	2
Confirm Bible Study Materials Distribution			12/1/26	12/15/26	3
Prepare for Campaign Mailings			12/1/26	12/15/26	7
Attend Campaign Leadership Team Meetings and Training Meetings			12/1/26	1/12/27	3
Monitor the Involvement Effort and Develop a Master Recruitment List			12/1/26	1/12/27	4
Receive Final Early Commitment Dinner Invitation List			1/2/27	1/5/27	5
Remind Campaign Leadership Team of Upcoming Meetings			1/5/27	1/11/27	
Prepare for Early Commitment Team Meeting			1/8/27	1/11/27	5 - 6
Schedule Vision Sunday Announcements in Services			1/10/27	1/24/27	12
MEETING: Creative Gifts Coordinator Training	1/12/27	6:00PM			
MEETING: Follow Up Coordinator Training	1/12/27	6:00PM			
MEETING: Leadership Team Training #2	1/12/27	7:00PM			
MEETING: Early Commitment Team Training	1/12/27	8:00PM			
Mail the Campaign Introduction Foldout/Trifold			1/20/27	1/20/27	8
Suggested Campaign Email Communication			1/20/27	3/15/27	11
Prepare Early Commitment Dinner Invitations			1/21/27	1/27/27	

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Mail Early Commitment Dinner Invitation Letter			1/28/27	1/28/27	9
Event: Vision Sunday			1/31/27	1/31/27	
Event: Vision Q & A			1/31/27	1/31/27	
Confirm Distribution of Creative Giving Guide in Services			1/31/27	2/7/27	
Display Campaign Literature			1/31/27	2/21/27	8
Mail Campaign Brochures/Booklets			2/3/27	2/3/27	8
Schedule Commitment Day Announcements in Services			2/7/27	2/21/27	12
Deliver Early Commitment Dinner Materials To Venue			2/11/27	2/15/27	6
Complete the Early Commitment Reservation Report			2/12/27	2/13/27	6
Mail Commitment Day Invitations			2/15/27	2/15/27	9
Event: Early Commitment Dinner			2/18/27	2/18/27	
Event: Commitment Day			2/28/27	2/28/27	
Schedule Celebration Sunday/First Fruits Offering Promotion in Services			2/28/27	3/7/27	12
Mail Commitment Cards			3/1/27	3/1/27	9
Event: Celebration Sunday			3/14/27	3/14/27	
Mail Commitment Confirmation Letters			3/15/27	3/24/27	10