



# COMMITMENT DAY COORDINATOR

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### PURPOSE

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Commitment Day is the culmination of the capital campaign. On this day, each church family will be encouraged to make a sacrificial commitment to the capital campaign to fund your church's specific project. The Commitment Day Coordinator will plan, organize, and arrange everything related to a Commitment Day special event (excluding the program/service). The event will encourage the attendance of as many people as possible by making the occasion an exciting and inspiring event that highlights the church's past achievements and encourages sacrificial contributions to the campaign. Planning may include decorations, menu, caterer (as needed) and in certain situations locating an offsite venue for the event (as needed). Typically, the Commitment Day event is held onsite during weekend services and activities.

### RESPONSIBILITIES

- Participates in planning of event
- Prepares budget for submission and approval
- Recruits others to assist if needed
- Considers prayerfully their own contribution to the campaign

### TASKS AND ASSIGNMENTS

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#### **Confirm Venue Selection**

The Commitment Day is generally held on Sundays during normal worship because it is the best attended time. The Pastor and the staff will determine the location, the time, and the date for the Commitment Day. This decision will determine whether you will have to plan for an on-site or off-site event.

#### **On-Site Commitment Day Planning**

If the Commitment Day event is scheduled during morning worship then you need to consider the following:

- If you have multiple services, will they be combined together or will each service have their own time of commitment?
- Will there be a brunch or meal before or after the service?

- If the service is not in the sanctuary or normal worship space, make sure the audio/visual equipment is set up and functioning properly.
- Will there be a video for Commitment Day?

### **Off-Site Commitment Day Planning**

If your church's leadership elects to have the event off-site you will need to reserve the facility as soon as possible. Consider the following as you plan:

- Distance from the church
- Number of people to accommodate
- Fees
- Catering
- Audio/Video equipment (video, microphones, music, etc.)
- Parking
- Security

### **Commitment Day Program Suggestions**

Below you will find what a typical event program may look like. Keep in mind that the actual program is the responsibility of the Pastor.

Opening Prayer  
Meal  
Announcements  
General Offering  
Worship  
Early Commitment announcement  
Video  
Pastor's message and challenge  
Commitment time  
Dismissal

### **Build Your Team**

During your training meeting, you will receive direction in the types of members you will need based on the selected event. Once you are trained, you can begin enlisting your Commitment Day team members.

Team members will help with the planning and execution of the Commitment Day event and can also serve as hosts if needed.

***Remember to give your team names to the Program Manager.***

## **Communicate with the Children's Stewardship Coordinator**

The Children's Stewardship Coordinator may be asked to plan a Children's Event during the Commitment Day event. Because these two events occur at the same time, both of you must be in communication during all planning. Schedule regular meetings to coordinate all the details. Typically, a Children's Event will be scheduled if the adults will be involved in a longer than usual service or event on Commitment Day. It provides a structured event for the kids that is different than the normal scheduled activities.

### **Worksheet A – Commitment Day General Information (if On-Site)**

When: \_\_\_\_\_

Time: \_\_\_\_\_

Where: \_\_\_\_\_

Meals:    Yes        No

Number of people to be served: \_\_\_\_\_

Type of service (Table service or buffet?): \_\_\_\_\_

Number of serving stations: \_\_\_\_\_

Menu:

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Options for special diet considerations:

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Other notes:

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**Complete this worksheet and give a copy to the Program Manager, Children Stewardship Coordinator and Events Team Leader.**

## Worksheet B – Planning the Commitment Day (if Off-Site)

When: \_\_\_\_\_

Time: \_\_\_\_\_

Where: \_\_\_\_\_

Publish map/print directions \_\_\_\_\_

Type of event: \_\_\_\_\_

Distance from Church: \_\_\_\_\_

Accommodate how many people? \_\_\_\_\_

Audio/Visual? \_\_\_\_\_ Church providing equipment? \_\_\_\_\_

Location providing equipment  
\_\_\_\_\_

Menu:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Options for special diet considerations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people to be served: \_\_\_\_\_

Type of service (Table service or buffet?): \_\_\_\_\_

Number of serving stations: \_\_\_\_\_

Other notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete this worksheet and give a copy to the Program Manager, Children's Stewardship Coordinator and Events Team Leader.**

## Worksheet C – Commitment Day Special Event Item Checklist

| Items Needed      | Numbers Needed | Obtain Form | Pick-up Date | Return Date |
|-------------------|----------------|-------------|--------------|-------------|
| Tables            |                |             |              |             |
| Chairs            |                |             |              |             |
| Tablecloths       |                |             |              |             |
| Napkins           |                |             |              |             |
| Table Decorations |                |             |              |             |
| Plates            |                |             |              |             |
| Glasses           |                |             |              |             |
| Flatware          |                |             |              |             |
| Stage             |                |             |              |             |
| Audio System      |                |             |              |             |
| Podium            |                |             |              |             |
| Video Equipment   |                |             |              |             |
| Lighting          |                |             |              |             |
| Instruments       |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |
|                   |                |             |              |             |

Complete this worksheet and give a copy to the Program Manager and Events Team Leader.

## Worksheet D – Commitment Day Special Event Parking, Security, Site Access

### Parking

Indoor or outdoor? \_\_\_\_\_

Attendants needed (Valet? Traffic control?): \_\_\_\_\_

Distance from site (Shuttle buses needed?): \_\_\_\_\_

### Security

At parking: \_\_\_\_\_

At site: \_\_\_\_\_

Security guard(s) needed? \_\_\_\_\_

Coat check needed? \_\_\_\_\_

### Site Access

Drop-off point(s): \_\_\_\_\_

Covered/uncovered? \_\_\_\_\_

Handicapped accessible (ramp, automatic doors, elevator locations): \_\_\_\_\_

Directions/map: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Decorations

Tables: \_\_\_\_\_

Room: \_\_\_\_\_

Other notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete this worksheet and give a copy to the Program Manager, Children's Stewardship Coordinator and Events Team Leader.**

## **Worksheet E – Commitment Day Special Event Room Layout Grid**

Diagram the facility below. Include the location of doors and windows, and the placement of tables, chairs, serving stations, welcome tables, video equipment, a stage, a podium, musical instruments, etc.

**Complete this worksheet and give a copy to the Program Manager and Events Team Leader.**

## Budget Worksheet – Commitment Day Special Event Budget Approval

Remember to submit your proposed budget to the Pastor/Leadership Team for approval.

| Item            | Cost |
|-----------------|------|
| Retainer Fee    |      |
| Final Payment   |      |
| Food            |      |
| Equipment       |      |
| Tables          |      |
| Chairs          |      |
| Audio           |      |
| Video/Projector |      |
| Lighting        |      |
| Stage           |      |
| Podium          |      |
| Security        |      |
| Decorations     |      |
| Entertainment   |      |
| Total Amount    |      |

**Complete this worksheet and give a copy to the Program Manager and Events Team Leader.**

## Promotion Worksheet - Event Information Sheet for In-Service Promotion (Give to Program Manager)

### PROMOTION WORKSHEET

Type of event: \_\_\_\_\_

Site: \_\_\_\_\_

Directions/Map:

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When: \_\_\_\_\_ Time: \_\_\_\_\_

Menu:

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Special Allergy Considerations:

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Parking:

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Other information for Promotion Coordinator (i.e. childcare, etc.):

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**Complete this worksheet and give a copy to the Program Manager and Events Team Leader.**

## **Prepare for Commitment Day Promotion or Sign-ups in Worship Services**

Please forward details of the Commitment Day event to the Program Manager prior to any scheduled announcements or sign-ups in services.

Be prepared to discuss:

- All details surrounding the Event
- Communication between the Children's Event and the Commitment Day Event
- Food arrangements
- Early drop-off for children of volunteers

## **Confirm Commitment Day Special Event Hosts' Assignments**

If Hosts are needed, you will need to assign host/hostess duties a few weeks before the Commitment Day event. Meet with the Program Manager and Team Leader (Events) to complete the form. Give completed copies of the form to the Pastor, Team Leader (Events), Program Manager and Commitment Day Team members.

Worksheet – Commitment Day Host/Hostess Assignments

Parking: \_\_\_\_\_

Entrance: \_\_\_\_\_

Greeters: \_\_\_\_\_

Name tags: \_\_\_\_\_

Seating: \_\_\_\_\_

At Tables: \_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_

**Complete this worksheet and give a copy to the Program Manager and Events Team Leader.**

## **Review Final Arrangements for the Commitment Day Event and Children's Event**

If possible, meet on-site with key leaders to finalize all details of the event. Ensure the Video Coordinator tests all audio/visual equipment. Review the program with the Pastor. Meet with the Children Stewardship Coordinator to be sure all aspects of both events are correct and in-synch (including any changes to typical pick up, drop off and security).