



# **TEAM LEADER (EDUCATION)**

## EDUCATION TEAM LEADER

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### PURPOSE

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The Team Leader is an important position in the capital stewardship campaign. Together with the Senior Pastor and Campaign Director, the Team Leader is a key representative of the campaign. The Team Leader will embody the necessary personal and spiritual qualities to help lead the program and impact its financial success.

### RESPONSIBILITIES

- Reports updates regularly to Campaign Director and Impact Consultant to monitor team progress and team members falling behind on their assigned tasks
- Speaks to the campaign team about the challenges and opportunities of this project and makes announcements, if requested, related to the campaign
- Provides insight and support to consultant and campaign leadership
- Encourages and gives counsel as needed
- Tracks enlistment efforts of their team
- Secures progress reports from all teams
- Represents the Campaign Leadership Team in other communications to the congregation
- Serves as liaison between their assigned teams and the consultant
- Attends meetings for their assigned teams and follows up to be sure those teams can accomplish their tasks.
- Considers prayerfully their own contribution to the campaign

As Team Leader (Education), you will oversee the following campaign teams:

#### **Adult Stewardship Coordinator**

The Adult Stewardship Coordinator will help direct stewardship education for all adult classes and small groups. Stewardship education is a crucial element in a successful program. Members and regular attendees will be challenged in a variety of ways to honestly assess their current stewardship practices as well as sacrificial, over and above giving for the campaign. A series of education curriculum will be made available.

#### **Children's Stewardship Coordinator**

The Children's Stewardship Coordinator has the responsibility of educating the children about stewardship and inspiring the next generation of stewards in the church. By serving in this position, you can make this a very meaningful experience for the children of the church. This sometimes culminates in

a children's event planned at the end of the campaign during the Commitment Day Event if special arrangements are needed for the kids. The Children's Stewardship Coordinator provides direction for all children's activities and develops a Children's team to plan, staff and execute the children's stewardship lessons, art exhibition and (optional) Children's Event.

### **Student Stewardship Coordinator**

The Student Stewardship Coordinator has the responsibility of educating the students about Biblical stewardship and inspiring the next generation of stewards in the church. By serving in this position, your efforts can make this a very meaningful teaching opportunity for the youth of the church. The Student Stewardship Coordinator will organize campaign activities to teach and involve this age group. This Coordinator builds a team to plan and implement the student activities and lessons and, also, provides direction for all student related campaign events.

### **Prayer Coordinator**

The Prayer Coordinator will establish, promote, and lead a prayer support team to demonstrate the spiritual importance of the campaign. Providing prayer support for the campaign is a central responsibility that cannot be over emphasized. The resulting financial impact of the campaign will be greatly enhanced by the prayer support of the whole church.

### **Creative Gifts Coordinator**

The Creative Gifts Coordinator will find as many opportunities as possible to communicate to the membership the different, creative ways they can give. From the classroom, to brief moments in worship, the bulletin, the web, or a brochure, they will find various ways to teach sacrificial giving and even "outside the box thinking" that goes beyond just giving out of extra income.

A capital campaign is an "over and above" giving opportunity for a finite period of time (typically 2-3 years). Many church members will have the desire to give but will not believe they can contribute a significant gift. If someone's budget is maxed out, they may incorrectly assume they are limited in what they can give. Giving from income is often the primary and only means considered. This is a common limitation that believers put on themselves.

The truth is that there are many ways to give:

- From income
- Appreciated assets (stocks, real estate)
- Stuff (Collectibles, art, jewelry, memorabilia, etc.)
- Sacrificial giving for a time period (Eliminating something from personal discretionary spending and using that money to give).

In some of the most successful church capital campaigns, creative giving principles are discussed and taught to not only church leaders and core members but to the entire church. While church leaders will get the opportunity to hear these during the Early Commitment Events and seniors will hear the message during Legacy Luncheons, it will be your focus to help inform the rest of the congregation in the best ways possible during the public phase of the campaign.

## TASKS AND ASSIGNMENTS

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### **Attend Your Assigned Team's Training Meetings**

Attendance at your assigned team's training meetings is expected and will directly impact the campaign's success.

The training meetings will inform enlisted members about:

- The church's needs and opportunities to serve
- The spiritual aspect of the campaign
- Their duties and responsibilities
- Enlistment of others

These meetings will help:

- Ensure success
- Garner support for the campaign
- Provide a better understanding of the program
- Encourage personal response to the campaign

In the event an enlisted person is unable to attend a training meeting, the one who enlisted that person will be required to provide materials and training for that person

### **Send Enrollment Letters To Your Coordinators**

Each Team Leader should send a Thank You Letter/Email to those who have agreed to serve as Coordinators in the campaign.

Write a letter that expresses:

- Your appreciation for the person's time presently and their financial commitment in the future
- Your prayer support and eagerness to help them with their duties
- Their responsibilities as role models for the congregation
- Emphasis on the need for widespread church participation

Dear Name,

Thank you so much for serving as the Team Name Coordinator for Campaign Name! This is going to be an exciting time in the life of Church Name. I really appreciate the commitment of your time and service.

Start praying with me "Lord, what do You want to do through me to accomplish Your will for Church Name?"

I, also, want to encourage you to be enthusiastic and supportive of Campaign Name as you invite others to be part of your team. Your enthusiasm will go a long way in the success of this project.

Thanks again! I'm looking forward to working with you.

Sincerely,

Team Leader

## **Key Adult Stewardship Coordinator Responsibilities**

### **Confirm Selection and Distribution of Education Material**

Adult lessons and teacher's guides can be downloaded here: [www.impactresources.info](http://www.impactresources.info)

Password: Matthew77

Click on the "Lessons" section to review the sample lessons available for the adult classes or groups.

Your Impact Consultant will give you further direction and details.

Providing stewardship education for all adults is a foundational component of this program that helps build momentum towards the church-wide Commitment Day. Members and regular attendees will be challenged in a variety of ways to honestly assess their current stewardship practices and prayerfully consider giving an over and above sacrificial gift for the purposes of this campaign.

Recommended: To Whom Much is Given (Over and Above & Creative Giving) (RECOMMENDED FOR THE 4-WEEK PUBLIC PHASE leading up to your church-wide Commitment Day.) There are versions of this study available for adult, youth and children).

The Adult Stewardship Coordinator will need to communicate with all teachers and group leaders) for their specific responsibilities and distribute the education material to each of them. It will be important to share the specific campaign calendar dates and when the lessons need to be taught.

# Key Children's Stewardship Coordinator Responsibilities

## **Confirm Children's Stewardship Team Enlistment**

While the Children's Stewardship team is built, the Children's Stewardship Coordinator will consider the following roles to fill:

For education plans:

Group Leaders/Teachers – Recruit and train all children teachers regarding lessons and planned activities

If a Children's Event is held:

Children's Event Assistants – These assistants will work closely to plan and execute the Children's Event. Recruit adults to supervise the children attending the event. The number of supervisors will depend on the anticipated number of age groups.

If a Children's Event is held:

Additional Nursery help – Consider a paid staff member or adult and mature teenage volunteers to enable members to attend Commitment Day.

Names of all enlisted should be given to the Program Manager.

## **Confirm Distribution of Children's Lesson Material to Teachers**

**Lessons can be downloaded at:** [www.impactresources.info](http://www.impactresources.info) **Password:** Matthew77

**Click on the "Lessons" section** to review the sample lessons available for children.

Your Impact Consultant will give you further direction and details.

## **Confirm Planning of the Children's Stewardship Exhibit**

After the children have had a few lessons on Biblical stewardship, they will be encouraged to design crafts, art or posters describing what they have learned. Their creative work will be showcased at a special art exhibit held during a pre-determined campaign calendar date during services.

Posters are always popular and easy to make. Mosaics made from colored paper or other materials could be made to illustrate how everyone (including the children) is part of the Body of Christ and working together towards the church's vision. Some past examples include making offering chests from shoeboxes (see 2 Chronicles 24: 8-12) and collecting coins to fill containers till they run over. (see Exodus 36:2-6). This event is often inspirational for the adults as well as the kids.

## **Confirm Planning of the Children's Event**

The Children's Event typically occurs simultaneously with the church-wide Commitment Day service(s). Options will be discussed at the Children's Stewardship Coordinator training meeting:

- Deciding which age groups will be included in the Children's Event.
- Determining the location of the event. The Children's Event will take place at the church if the Commitment Day event will be held there as well. If the Commitment Day Event is off-site, the Children's Event can be held there if the facility has enough room. If it is held off-site, arrange for the delivery of needed nursery and activity equipment to the facility.
- Deciding if food will be served. If so, will it be snacks or a meal?
- Planning fun age appropriate activities, such as: games, stories, skits, singing, videos, crafts, etc.
- Confirming the start and projected ending time for the Commitment Day event with the Commitment Day Coordinator. Factor in parent travel time if the Commitment Day event is off campus and the Children's Event will be on campus at the church.
- Preparing visible identification for all workers, such as name tags, lanyards or T-shirts.
- Providing medical release forms for all parents to fill out when dropping off their children. Confirm who will pick the child up. Be sure to have a registration area with a table, plenty of pens and forms. One or two volunteers should be dedicated to this task, to ensure that the process moves quickly and is not cumbersome. If possible, you may want to have these forms available online, so that parents can print them out and fill them in before the event and turn them in upon arrival or email them to you.
- Determining how you and the Commitment Day Coordinator will maintain contact during the Event, using means such as cell phones or radios.

Once trained, the Children's Stewardship Coordinator should decide on details as soon as possible to secure budget approval for all plans. Key budget items will be event type and food. Determine if the church will provide a meal or snacks for the children. Remember alternative foods for those with allergies. Frequently, restaurants or groceries may provide complimentary or greatly reduced items as a marketing tool for their organization. A good option is to assign a team member to network and see what connections church members may have with food organizations. Have this person call the businesses and ask for donations of needed items. Any donated items will free up budget monies for other things.

# Key Student Stewardship Coordinator Responsibilities

## **Confirm Distribution of Student Stewardship Education Material**

Student stewardship material should be used during the weeks of Sunday 1- Sunday 4 on the campaign calendar.

Lessons can be downloaded at: [www.impactresources.info](http://www.impactresources.info)

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**Click on the “Lessons” section** to review the sample lessons available for youth.

Review the “To Whom Much is Given” curriculum (teen version). Your Impact Consultant will give you further direction and details.

## **Confirm Enlistment of the Student Stewardship Team**

All youth leaders, teachers and volunteers should be included on your team. Enlist other adults as needed.

Give names of all enlisted to the Program Manager.

After training, the Student Stewardship Coordinator should schedule a meeting to go over team responsibilities with them. This training meeting should include:

- Distribution of the Impact-provided Bible study lessons that will be used Sundays 1 -4
- Review of the lessons
- Overview of the various campaign events and roles that can be filled by the students

## **Confirm Student Stewardship Planning**

Typically implemented Sundays 1 through 4 leading up to Commitment Day, the student stewardship experience can be a great teaching opportunity during the campaign.

Look for opportunities to enhance the student stewardship experience with focused teaching and service within the campaign. Options include:

Student Vision Gathering:

Plan a separate Vision Gathering for your students if they will not be part of the church wide Vision Gathering. This student event should emulate the adult Gathering. The purpose is to “cast

the vision” of the church. Students will learn the reason for the campaign, answers to frequently asked questions about it and be challenged to begin praying on what sacrificial gift the Lord wants them to commit to this project. Include a time of worship, stewardship teaching, testimonies, focused prayer and ideas on how your students can participate in this campaign with their time, talents and treasures.

#### Serving

Although they may not have the financial means, the youth can have a huge impact of the campaign and inspire the adults. Consider allowing them the opportunity to serve in different areas at key points of the campaign.

- Childcare at the Vision Gatherings, Early Commitment events
- Assisting the Prayer Team at scheduled church-wide prayer activities
- Set up/break down for the Commitment Day Event
- Set up, break down or serve food at the Early Commitment Dinner or Legacy Luncheon
- Assist with the Children’s activities
- Assist the Program Manager with the campaign mailing prep

#### Undertaking Their Own Fundraising

If your youth ministry would prefer a group fundraiser to earn money for the campaign, consider the following examples:

- Rent-A-Youth is a great way to earn money for the campaign and for the teenagers to meet other people from your church. RAYs could do yard work, paint, clean, or help families move.
- Car Wash
- Yard Sale – This is a great event with a three-fold blessing. Along with raising money for the campaign, a yard sale is an excellent in-reach project to forge friendships within your group. It is also an easy outreach project. With promotion in your community (by signs or ads in papers) there could be many un-churched folks that would come looking for a bargain. This is an excellent way to learn of needs that the church could possibly meet and to invite your shoppers back for your next scheduled worship service. Have plenty of church paraphernalia on hand to give out.
- PNO – Parents’ Night Out is a good way to give weary parents a break, provide safe fun for their children, and for the youth to earn money.

# Key Prayer Coordinator Responsibilities

## **Confirm Enlistment of Prayer Team**

The Prayer Coordinators should choose known prayer warriors in your church that will commit to daily prayer for the campaign and its leadership. Also, enlist those with giftings for the development and implementation of church-wide prayer events and activities that will be created by this team.

Consider people who are already involved in prayer activities. Ask members of the leadership team for suggestions of people who have a passion for prayer. Names of all prayer team members should be given to the Program Manager.

## **Confirm Development of the Campaign Prayer Calendar**

The Prayer Coordinator will develop a calendar that the Prayer Team will use to pray over the campaign.

1. Use the calendar in your training material. Reference the Campaign Leadership Team positions and which Coordinator(s) are responsible for specific calendar events.
2. Write the names of those individuals on the calendar beside the events.
3. Also, write Campaign Leadership Team members' names on each day of the calendar.
4. Write your Pastor's name on the Fridays before Sundays 1, 2, 3, and 4.
5. Note the campaign's main activities—which include the Vision Gathering, Early Commitment events, Commitment Day, Celebration Sunday, etc.
6. Schedule Prayer Team meetings if the team will be praying together regularly
7. Pair a Prayer Team member with specific campaign leaders in order to contact them periodically to encourage them and take prayer requests. It often helps if Prayer Team members call Coordinators during the campaign and solicit both personal and church-related prayer requests. Because the Coordinators are serving in voluntary roles, it is important to support them specifically through prayer.

Important prayer reminders during the Preparation Phase:

- Pray for the Team Leaders and their coordinators
- Pray for recruitment of team members
- Pray for the work of all the teams
- Keep people as the focus of the campaign

During the Public phase, pray for

- Vision Gatherings
- Early Commitment events
- 4 Inspirational Sundays
- Commitment Day and Children's activities
- Celebration Sunday

## **Confirm Church-Wide Prayer Event Plans**

Prayer is absolutely the most important component of this campaign. The program developed needs to stress that fact and compel the entire church body to commit to prayer. The Prayer Coordinators will review all the ministries, small groups and leaders within your church creating ways for each of these groups to pray for specific parts of the campaign. Here are some creative prayer event ideas for your consideration:

### **Samples Prayer Events**

#### **1. A Day of Prayer**

Call the entire church family to a day of focused prayer for the project and campaign prior to Commitment Day.

Provide these guidelines to direct the prayers:

- Say a personal prayer, offering praise and thanksgiving for God's goodness to our church and asking for the Holy Spirit's leading during your time of prayer.
- Pray for the impact of the project on the community.
- Pray for the church body and for the church's response to the Lord's leading in this project.
- Pray for the Lord to reveal His Will for your response during this important time.

#### **2. Prayer Walk**

To help the church understand the scope of the vision, conduct a series of guided prayer walks around the new property or construction zone or within the church building. This should be ideally scheduled between Sunday 2 and Sunday 4 on the calendar. These walks will give participants the opportunity to visualize the proposed project and pray over the land, renovated spaces and their future use. Schedule as many walks as needed to accommodate everyone. Encourage them to pray for the campaign, the project, the construction workers and the people that will come to your expanded facilities.

#### **3. Day of Fasting**

Consider calling a fast. A corporate day of fasting can be a poignant means of reinforcing the importance of this project in the life of the church. Schedule and work with the appropriate staff members to promote and prepare the church family for it.

#### **4. Prayer Wall**

You may want to consider dedicating an a physical wall at the church for prayer postings. This wall could possibly become a permanent part of the new structure. Another variation would be to provide bricks for people to write short prayers or scriptures on. These bricks could be used in a wall of the new building.

#### **5. Focused Scripture Readings**

If your church will be taking on a construction project, consider reading the Bible from Genesis to Revelation over several days. This is a strong illustration of building on the Word of God.

#### **6. Prayer Meeting**

Consider calling a church-wide meeting to pray. Working in tandem with the Pastor and Worship Leader, you may want to schedule a Prayer Meeting. It could include times of worship, along with corporate prayer.

#### **7. 24 Hours of Prayer**

24 hours of prayer is a popular activity. Volunteers can sign up to pray on the church campus or in their own homes.

Dedicate a full day between Sunday 2 and Sunday 4 for this special time of prayer. Design a schedule, dividing the day into blocks of minutes. Depending on the size of your church, you may choose longer or shorter increments of time. Ask people to sign up for a block of time. More than one person can sign up for the same time slot, but all blocks should be filled. Determine if the leadership wants this activity to be on campus or if it can be done from homes, businesses, etc.

During each minute of this day, people will be lifting up your church before the Lord in prayer. As you join them in prayer, ask for God's blessing on your church family so that His will may be done.

Use the following guidelines on how to pray:

- Offer thanks for the church
- Ask God to move others toward Him
- Request God's guidance and wisdom for the campaign leadership
- Ask for God's blessing on the campaign and the church's response to it
- Seek the Lord's will regarding your personal commitment and involvement in the campaign

## **Confirm Development of Special Prayer Resources**

### **Options include:**

#### **1. Church-wide Prayer Devotional Guide**

The Prayer Team can create, assemble and distribute a prayer devotional booklet or series of emails.

Its purpose is to motivate the church body to pray and participate in the campaign. It can include weekly, bi-weekly or daily devotional thoughts over the four-week public phase of the campaign written by church members or leaders. Their contributions could include thoughts and reflections on the campaign and its purpose, the people that will come to know the Lord and be ministered to through this project, pertinent quotes, and scripture.

- The following is an example of a member written devotion:

October 10: Contributed by: Andrea Whitaker  
Scripture: Proverbs 3:5-6

“Trust in the Lord with all your heart and do not lean on your own understanding. In all your ways acknowledge Him, and He will make your paths straight.”

Question: What will our church and our families put our trust in for the next 50 years?

Application: The heart of our church body must not forget our first love. Our heart needs to drive us to an acknowledgement of our need for God’s leadership. If we trust in God we will have eternal significance, but if we trust in what is temporal we will not be a light to those without Christ.

Prayer: Lord God, help us to not lean on our own understanding, but to trust in you and you alone. Guide us as we seek your direction for our next 50 years as a church family. May our hearts return to our first love and may we always find our significance in you and in nothing of this world.

**Download more samples here:** [www.impactresources.info](http://www.impactresources.info)

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**Click on the “Prayer Devotional” section** to review the samples.

Develop a budget for any and all expenses that may occur with printing devotionals. Be sure to have it approved by the Pastor and staff.

You will need to decide if you want to produce the guide in booklet form or send via email on selected dates. Contact the Program Manager if you decide to distribute them via email and contact the Website and Social Media Coordinators for postings on your church's website or social media page.

## **2. Create Prayer Reminder Gifts**

Prayer reminder gifts such as: bookmarks, cards, magnets, stickers, wrist bands, etc. with the campaign logo, theme and prayers can be created. Encourage people to place them on refrigerators, mirrors or in Bibles as a reminder to pray.

Bookmarks or prayer cards with the corporate prayer can be created. They could be placed in the church's worship bulletin or handed out at weekend services, campaign events, or small groups.

## **3. Online Prayers**

Work with the Media Team to construct a project prayer wall on the church's website. You might also use the church's social network page (i.e. Facebook™) to post prayer requests, messages from the Senior Pastor, inspirational thoughts, etc.

## **4. Corporate Prayer**

Create a corporate prayer that can be implemented during the four Sundays of the Public Phase prior to Commitment Day services. This prayer should lead the church to not only pray for the project but to determine what the Lord wants them to commit through their time, talents or treasures. Consider using Impact's prayer: "Lord, what do You want to do through me to accomplish Your will for our church?"

## **5. Inspirational material for classes/small groups**

Create a series of targeted devotional material, inspirational thoughts and prayers dedicated to the project and campaign for all adult classes or small groups. These can be a series of four devotions used during the weeks of Sunday 1-4.

## **Present Prayer Program to Campaign Leadership**

The Prayer Coordinators will present the prayer program to the Campaign Leadership Team at the third Leadership Team meeting. Announce at this time the prayer activities and events planned by your team.

# Key Creative Gifts Coordinator Responsibilities

## Confirm Creative Giving Plan

The Creative Gifts Coordinator will be trained by your consultant on the best ways to educate the church

Some suggested options for church-wide creative giving promotion:

- Develop a bulletin insert or information brochure listing gift suggestions with applicable tax benefits and highlight the handout during services
- Q & A during service or in classes discussing creative ways people have been able to give
- Short in-service video outlining creative giving opportunities
- Testimonials from individuals who are thinking outside the box (typically individuals in church leadership who are considering an early commitment)

Utilize the church newsletter, Sunday bulletin/worship guide, social media, church website, etc. to communicate.

Sample education material are included: is included at the end of this booklet. You may also download sample handouts at this link: [www.impactresources.info](http://www.impactresources.info)

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Then click on the **‘Creative Gifts’** link for sample handout materials

This education and communication plan will need to be executed during the public phase of the campaign ideally between Sundays 2 through Sunday 4 leading to Commitment Day.

Note: It is Important to emphasize that creatively donated assets are not in lieu of cash pledges but, ideally, in addition to these commitments and gifts.

## Confirm Enlistment of Gifts-In-Kind Committee

Since some people may choose to give assets such as stocks, property, or jewelry, work with the Pastor to recruit a committee of 3-4 people to determine the handling of these types of gifts. Enroll lawyers, bankers, real estate agents, accountants, financial planners, etc. in your church.

The committee will decide:

- The asset’s value
- If the asset should be sold by the church or the donor (There may be tax advantages to the donor if the church accepts the asset to sell, but the asset may be a liability to the church)
- How the asset should be sold or held

The Creative Gifts Coordinator should schedule a committee meeting to agree on a system for evaluating the receipt and disposition of gifts. Inform the church that this committee is in place and is available to take any questions regarding such gifts.