

New Hope Fellowship

Events Team Leader

Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page #
Vision Gathering Host Training for Sunday School and Small Group Hosts/Leaders (as Applicable)	TBD				7
MEETING: Vision Gathering Coordinator Training	9/3/26	6:00PM			
MEETING: Leadership Team Training #1	9/3/26	7:00PM			
MEETING: Early Commitment Coordinator Training	9/3/26	8:00PM			
Send Enrollment Letters to Your Coordinators			9/3/26	9/10/26	5
Confirm Coordination by Vision Gathering Coordinator			9/3/26	9/10/26	5
Review Instructions for Early Commitment Event Presentation			9/3/26	9/10/26	9
Confirm Communication with Vision Gathering Small Group Host Homes/Sunday School Host Classes			9/3/26	9/17/26	6
Receive Vision Gatherings Small Group Host Home/Sunday School Host Location List from Program Manager			9/3/26	9/17/26	7
Confirm Location and Budget for Early Commitment Event			9/3/26	9/17/26	8
Develop the Early Commitment Event Invitation List			9/3/26	10/6/26	8
Attend Your Assigned Teams' Training Meetings			9/3/26	10/13/26	4
MEETING: Leadership Team Training #2	9/22/26	7:00PM			
MEETING: Commitment Day Coordinator Training	9/22/26	8:00PM			
Confirm Commitment Day Venue Selection			9/22/26	10/5/26	11
Discuss Commitment Day Event Budget Approval			9/22/26	10/5/26	12
Confirm Vision Gathering Reminder Announcements in Services			9/27/26	10/11/26	6
Confirm Program Manager Receives Early Commitment Invitation List			10/3/26	10/6/26	8
Confirm any Audio/Video Needs Are Addressed for Each Class/Home			10/11/26	10/18/26	7
MEETING: Leadership Team Training #3	10/13/26	7:00PM			

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page #
MEETING: Early Commitment Team Training	10/13/26	8:00PM			
Confirm Prep and Mailing of Early Commitment Event Invitations			10/19/26	10/26/26	8
Event: Vision Sunday			10/25/26	10/25/26	
Confirm Program Manager Receives Event Information Worksheet for In-Service Promotion			10/25/26	11/1/26	12
Confirm Host Home/Host Classroom Preparedness			10/27/26	10/29/26	7
Confirm Open Invitation to Early Commitment Dinner (by Pastor)			10/29/26	11/5/26	8
Confirm Early Commitment Reservations			10/30/26	11/2/26	9
Event: Vision Gatherings			11/1/26	11/7/26	
Event: Early Commitment Dinner			11/12/26	11/12/26	
Monitor Return of Early Commitments			11/15/26	11/19/26	9
Review Final Arrangements for the Commitment Day Special Event			11/15/26	11/19/26	12
Event: Commitment Day			11/22/26	11/22/26	
Event: Celebration Sunday			12/13/26	12/13/26	