

New Hope Fellowship 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	9/3/26	5:00PM			
MEETING: Vision Gathering Coordinator Training	9/3/26	6:00PM			
MEETING: Adult, Children and Student Coordinators 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			
MEETING: Prayer Coordinator Training	9/3/26	8:00PM			
Prepare for Meetings			9/3/26	9/10/26	3
Reserve Rooms for Campaign Meetings			9/3/26	9/10/26	2
Confirm Bible Study Materials Distribution			9/3/26	9/17/26	3
Prepare for Campaign Mailings			9/3/26	9/17/26	7
Attend Campaign Leadership Team Meetings and Training Meetings			9/3/26	10/13/26	3
Monitor the Involvement Effort and Develop a Master Recruitment List			9/3/26	10/13/26	4
Remind Campaign Leadership Team of Upcoming Meetings			9/15/26	9/21/26	
MEETING: Creative Gifts Coordinator Training	9/22/26	6:00PM			
MEETING: Leadership Team Training #2	9/22/26	7:00PM			
MEETING: Commitment Day Coordinator Training	9/22/26	8:00PM			
Schedule Vision Sunday & Gatherings Reminder Announcements in Services			9/27/26	10/18/26	12
Receive List of All Vision Gatherings			9/30/26	10/7/26	5
Receive Final Early Commitment Dinner Invitation List			10/3/26	10/6/26	5
Remind Campaign Leadership Team of Upcoming Meetings			10/6/26	10/12/26	
Prepare for Early Commitment Team Meeting			10/9/26	10/12/26	5 - 6

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Confirm that the Pastor Has Assigned a Facilitator to Each Vision Gathering (if Facilitators are Needed)			10/11/26	10/18/26	4
MEETING: Follow Up Coordinator Training	10/13/26	6:00PM			
MEETING: Leadership Team Training #3	10/13/26	7:00PM			
MEETING: Early Commitment Team Training	10/13/26	8:00PM			
Mail the Campaign Introduction Foldout/Trifold			10/14/26	10/14/26	8
Suggested Campaign Email Communication			10/14/26	12/14/26	11
Prepare Early Commitment Dinner Invitations			10/19/26	10/25/26	
Event: Vision Sunday			10/25/26	10/25/26	
Prepare Vision Gathering Materials			10/25/26	10/28/26	5
Display Campaign Literature			10/25/26	11/15/26	8
Mail Early Commitment Dinner Invitation Letter			10/26/26	10/26/26	9
Mail Campaign Brochures/Booklets			10/28/26	10/28/26	8
Event: Vision Gatherings			11/1/26	11/7/26	
Schedule Commitment Day Reminder Announcements in Services			11/1/26	11/15/26	12
Deliver Early Commitment Dinner Materials To Venue			11/5/26	11/9/26	6
Complete the Early Commitment Reservation Report			11/7/26	11/8/26	6
Mail Commitment Day Invitations			11/9/26	11/9/26	9
Event: Early Commitment Dinner			11/12/26	11/12/26	
Deliver Commitment Day Event Materials			11/15/26	11/19/26	7
Event: Commitment Day			11/22/26	11/22/26	
Mail Commitment Cards			11/23/26	11/23/26	9
Schedule Celebration Sunday/First Fruits Offering Promotion in Services			11/29/26	12/6/26	12
Event: Celebration Sunday			12/13/26	12/13/26	
Mail Commitment Confirmation Letters			12/15/26	12/23/26	10