



# Timeline Task Chart:

## A Step-by-Step Guide to Implementing 10 for 10

Steps	Time Frame	Materials Needed/Source	Personnel	Done
Summer Newsletter Article	June, July or early August	Template/website		
Review All Worship /Bible Study Materials	June	Service folders, in-service Bible studies (Power Point and leaders guides)/website		
Confirm Budget	June	3 Mailings, Printing bi-fold, emphasis planning card, envelope/website		
Plan Mailing List	July	Members' mailing addresses/church office		
Recruit Helping Hands	July/early August	Time and talent sheets/church office		
Printing of Items for the Giving Plan Packet	July/early August	<ul style="list-style-type: none"> <li>• Giving plan packet letter</li> <li>• Giving Plan card</li> <li>• Envelope for the Giving Plan card</li> <li>• The Planning Document</li> <li>• The Giving Percentage Chart/website</li> </ul>		
Print B-Fold	July/early August	<i>Ten Reasons Why Tithing Matters</i> /website		
Produce the Pastor Introduction Letter	July/early August	Text/ pastor		
Set Up an E-mail List	July/early August	Email addresses for members/church office		
Arrange for Visual Projection	July/early August	Power Point slides/website  Projection screen and equipment/congregation		
Send out the First Mailing	1-2 weeks before 1 <sup>st</sup> preaching/teaching Sunday	The initial pastor letter/pastor Bi-fold brochure/printer		
Prepare for Week One: <i>Firstfruits Giving</i>	Week prior to week #1	Worship folder and Bible study/website		
Second Mailing: the Giving Packet Plan	Monday after Sunday #1	<ul style="list-style-type: none"> <li>• The Giving Plan packet letter/printer</li> <li>• Giving plan card/printer</li> <li>• Envelope for giving plan card/printer</li> <li>• Planning document/printer</li> <li>• Giving percentage chart/printer</li> </ul>		
Plan and Prepare for the Ten Weeks of Enhanced Giving	Week after Sunday #1	Motivational videos/website Motivational flyers/website		
E-mail Midweek Devotion #1	By Wednesday after Sunday #1	Three Midweek Devotions/website		

Prepare for Week Two: <i>Proportional Giving</i>	Week prior to week #2	Worship folder and Bible study/website		
<b>Steps</b>	<b>Time Frame</b>	<b>Materials Needed/Source</b>	<b>Personnel</b>	<b>Done</b>
E-mail Midweek Devotion #2	By Wednesday after Sunday #2	Three Midweek Devotions/website		
Prepare for Week Three: <i>Sacrificial Giving</i>	Week prior to week #3	Worship folder and Bible study/website		
E-mail Midweek Devotion #3	By Wednesday after Sunday #3	Three Midweek Devotions/website		
Collect the Giving Plan Cards	First Sunday after the 3 Sundays of preaching/teaching	Giving plan cards and envelopes/from members		
Distribute the Weekly Encouragement Flyer and Video	Every Sunday in the ten weeks of enhanced giving	Motivational videos/website Motivational flyers/website		
Produce the Midweek Encouragement/Update E-mail	By Wednesday of each of the ten weeks of enhanced giving	Emails/produced in house – guidelines suggested in Timeline (p. 7)		
Wrap-up/Sending Final Mailing	Week after the tenth Sunday of enhanced giving	<ul style="list-style-type: none"> <li>• Unopened Giving Plan envelopes/church office</li> <li>• Letter to families who submitted a plan/website</li> <li>• Letter to families who chose not to submit a plan/website</li> </ul>		