



## Timeline: A Step-by-Step Guide to Implementing C19

Steps	Time Frame	Materials Needed/Source	Personnel	Done
Outreach Materials	September	<ul style="list-style-type: none"> <li>➤ Decide what outreach materials you will use (Postcards, business cards, banners)</li> <li>➤ Decide how many of each you will use (Based on budget)</li> <li>➤ Order outreach materials from <a href="#">Echt</a> printing.</li> </ul>		
Children's Christmas Service	September	<ul style="list-style-type: none"> <li>➤ Read and discuss <a href="#">A Healthy Tension</a> article with your LES faculty and/or Sunday School faculty as well as other responsible for making worship scheduling decisions.</li> <li>➤ Decide when you will hold your children's Christmas service.</li> </ul>		
Equipping Children	September	<ul style="list-style-type: none"> <li>➤ Read and discuss <a href="#">Encouraging Evangelism with Children and their Families</a> with your LES faculty and/or Sunday School faculty.</li> <li>➤ Decide how your congregation/school will encourage and equip children and families to invite others to Christmas Eve worship.</li> </ul>		
Christmas for Kids	September	<ul style="list-style-type: none"> <li>➤ If you choose to offer a <i>Christmas for Kids</i> event in December, identify and recruit organizers.</li> <li>➤ You can read about the benefits of such an event as well as where to find resources <a href="#">here</a>.</li> </ul>		
Promotion	October	<ul style="list-style-type: none"> <li>➤ Bulletin insert: Use the bulletin insert to alert your members about the C19 effort. It can be found <a href="#">here</a>.</li> <li>➤ Bulletin/Newsletter blurb: If you choose not to use the full bulletin insert, include a blurb in your bulletin or newsletter. A suggested blurb can be found <a href="#">here</a>.</li> </ul>		
Christmas for Kids	October	<ul style="list-style-type: none"> <li>➤ Identify and recruit volunteers.</li> </ul>		

Worship	October	<ul style="list-style-type: none"> <li>➤ Choose which Christmas Eve service you will use. Two options can be found <a href="#">here</a>.</li> <li>➤ Begin advertising to recruit volunteers for those dates.</li> </ul>		
Canvassing	October	<ul style="list-style-type: none"> <li>➤ Begin planning for any door-to-door canvassing you will be doing.</li> <li>➤ Choose dates in December when you will be canvassing.</li> <li>➤ Begin advertising to recruit volunteers for those dates.</li> <li>➤ <a href="#">Door Hanger Canvasses</a> provides information and resources to assist you.</li> </ul>		
Encourage and Equip Members to Invite Others	November	<ul style="list-style-type: none"> <li>➤ Distribute <a href="#">My Personnel Mission Field</a> cards to LES and/or Sunday School children and your congregation.</li> <li>➤ Distribute postcard and/or business card invites to members of your congregation. Explain how to use them and encourage your members to use them.</li> </ul>		
Worship Visitor Follow Up	November	<ul style="list-style-type: none"> <li>➤ Put your plan together for following up on those who visit your Christmas worship. <a href="#">Worship Visitor Follow-Up</a> provides ideas and resources to assist you.</li> </ul>		
Social Media Ad	December	<ul style="list-style-type: none"> <li>➤ Post social media ad. You can download the free video <a href="#">here</a>.</li> </ul>		
Postcards and business card invites	December	<ul style="list-style-type: none"> <li>➤ Continue to provide these invites to your members and encourage their use.</li> </ul>		
Mailings	December	<ul style="list-style-type: none"> <li>➤ Send out mass mailing invites a couple of weeks before Christmas Eve.</li> </ul>		
Canvassing	December	<ul style="list-style-type: none"> <li>➤ Conduct canvasses.</li> </ul>		