



Episcopal Relief & Development Celebration & Planning Worksheets- 2014

This is a general guide to getting started with your local planning efforts for the 75th Anniversary. Staff will work with you and local leadership to help shape activities that are meaningful for your community. Have fun and let the organizing begin!

BRAINSTORM: Fun and exciting ways to engage your parish, diocese, Episcopal group, or community

<p>IDEAS to CELEBRATE <i>(e.g.: parish/ diocesan parties w/ cake, recognize supporters and our collective work)</i></p>	<p>IDEAS to LEARN <i>(e.g.: share our stories on website/ e-newsletters, host adult forums, use curriculum)</i></p>
<p>IDEAS to PRAY <i>(e.g.: ways to include our work in worship)</i></p>	<p>IDEAS to ACT <i>(e.g.: ways to support the 75th anniversary campaign)</i></p>

AUDIENCES: Who can you engage in the 75th? Write down new groups/ audiences and individuals for a special planning team.

DEVELOPING YOUR 75th ANNIVERSARY PLAN

Step	Tasks	By When
STEP 1: Assess Interest & Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Share your excitement! <input type="checkbox"/> Talk to variety of people (parish reps, supporters, diocesan staff) about the 75th Anniversary. Invite their input and ideas. <input type="checkbox"/> Share the links to our website at www.episcopalrelief.org/75 <input type="checkbox"/> Set up meeting with Bishop/ Rector/ key leadership. See step 4 	
STEP 2: Identify Celebration & Planning Committee Leaders.	<ul style="list-style-type: none"> <input type="checkbox"/> Identify committee members to lead effort to build new leadership <ul style="list-style-type: none"> o Parish Reps: o Communicators o Supporters o MDG/ Global Mission o Youth o Deacons o Campus ministries <input type="checkbox"/> Ask Bishop/ Rector/ key leadership in Step 4 	
STEP 3: Draft Campaign & Celebration Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Campaign <ul style="list-style-type: none"> o Goal: Financial or invitation to participate? o Campaign Focus: Five options o Launch: Where and when? o Timing: How long? Advent or Lent? <input type="checkbox"/> Ways to Rally Interest <ul style="list-style-type: none"> o Diocesan Convention o Special Sunday or Event o Other <input type="checkbox"/> Communications- Ways to share information & stories on 75th widely <ul style="list-style-type: none"> o Website o E-newsletter o Publications/ Bulletin Inserts o Other <p><i>Your planning team should provide input and direction as well.</i></p>	
STEP 4: Meet with Bishop/ Rector for input, blessings, feedback	<ul style="list-style-type: none"> <input type="checkbox"/> Set meeting date. <input type="checkbox"/> Present the 75th Anniversary Celebration & Campaign. Review and discuss ideas/ draft plan. <input type="checkbox"/> Identify possible committee members <input type="checkbox"/> Determine next steps 	
STEP 5: Host Planning Team Meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Determine a time/ location for a planning meeting. <input type="checkbox"/> Invite member and open up to any interested, enthusiastic people <input type="checkbox"/> Draft meeting agenda. Share information about the 75th celebration, campaign, resources, and discuss draft plan. Gather additional input and ideas. <input type="checkbox"/> Come to consensus on plan. <input type="checkbox"/> Determine next steps 	