

## Planning Timeline to “Leave the Building”

### To Do Now (5 months out)

**Determine the number of mission projects you expect to need based on the anticipated number of participants from your congregation.** We guesstimated about 200-225 would volunteer and decided we needed at least 20 different projects assuming approximately 10 needed per project. This balanced out with some projects accommodating more and some only able to accommodate 4-6.

**Begin to consider possible leaders.** We began by looking at things we were already doing or a member of our congregation already had a passion for and went from there. Some leaders were simply selected because they had a proven track record of strong skills. Some names were placed upon my heart to ask and others volunteered to lead based on a need they identified among a friend or neighbor.

**Begin to consider types of projects.** In addition to things we were already doing, we considered projects for all ages (pre-school and elementary school up). We also considered various skill levels and heavy vs. light labor.

### 3 Months Out

**Have as many leaders in place as possible.** Leaders should begin to narrow down the broad details of the project by contacting agencies, etc.: how many volunteers needed, age limit, special requirements (back-ground check), special equipment needed, time frame.

**Begin to advertise with “save the date” language in your bulletin.** Have your church staff and leaders communicate and share the idea throughout their ministry.

**Solicit your congregation for project ideas and possible leaders.** We did this in worship services by asking people to submit “contact me about a project idea” Of course, if they submit the idea try to get them to be the leader for it!

### 6 Weeks Out

**Get ready to take sign-ups for projects.** Most of the project details need to be in place so people know what is expected of them. We accepted sign ups on-line and via a form in the Sunday bulletin.

**Monitor Sign Ups.** We kept tabs on the number of volunteers signing up so we could “close” a project if necessary.

### 2 Weeks Out

**Provide leaders with info about their volunteers.** Communicate with each leader about the sign-ups for their project. Leaders should contact volunteers to confirm participation and last minute details.

### Leave The Building!

The day of the event many groups gathered at Woodside in the morning for a send-off prayer and to organize/carpool. We also had a greeter in place (with an explanatory flyer) to field first time visitors or those who might not have known what was happening that day.