



St. James Catholic Church Capital Campaign 2016

Description of Teams

*Listed below are the 13 teams that make up the Steering Committee.
Please read over this listing and prayerfully consider your top choices.*

Please note that in addition to team leaders, members are also needed for each team.

Communication

Print Leader (2 needed)

The Print Leaders are responsible for the development and production of brochures and bulletin inserts for the campaign. The Administration Team will do the mailing of the printed materials.

Video Leader (2 needed)

The Video Leaders produce one or two five-minute persuasive and informational campaign videos presenting the case.

Social Media (2 to 3 needed)

The Social Media Leaders will communicate to the parishioners via website, emails, Twitter, & texts.

Information Leader (5 needed - 1 per Sunday Mass)

The Information Team is responsible for:

- Distribution of Info Packets on Information Weekends
- Making 10-15 minute presentations at all parish groups

Contact Leader (1 per 100 households – ideally - needed or 10-20 people)

The Contact Team will be responsible for making phone calls to every parish household at kick-off, commitment weekend, and the close of the campaign. An individual caller will call the same 10-20 (depending on the number of total callers recruited) households three times.

- Call 1 – A pastoral call inviting people to the campaign kick-off
- Call 2 – A call inviting people to the Special Event (Social) and receive reservations
- Call 3 – A call inviting people to return their commitment card prior to Closing Weekend.

None of these calls will involve asking for money or pledges.



Response

Lead Gifts Leader (2 to 3 needed)

The Lead Gifts Leads will identify the top 100 prospective donors to the campaign, recruit solicitors, and be sent out to solicit campaign pledges in donor homes.

Mid-tier Gifts Leader (2 to 3 needed)

The Mid-tier Leaders will identify the next 100 to 300 prospective donors to the campaign, recruit solicitors, and be sent out to solicit campaign pledges in donor homes.

Advance Commitment Team (2 needed)

The Advance Commitment Team is asked to plan gatherings that can be held at the parish hall. They compose the invitation list, invite parishioners, takes RSVPs, plan menus, and assemble the AC pledge packets. The pastor and consultant make the presentations. This gathering asks other leaders in the parish to making their commitments prior to Commitment Weekend.

Social Events Leader (2 to 3 needed)

The Special Event (Social) Team is responsible for all plans related to the Social Events scheduled on Kick-off, Commitment and/or Closing Weekend. The Team will be asked to decide the type of event(s), to make arrangements for the facility, food, decorations, and to oversee the event.

Fulfillment Leader (3 to 5 needed + Chairs)

The Follow-Up Team is responsible for reporting on the campaign and keeping the pledges coming.

- Create a one and three-year Follow-up Plan
- Keep the campaign visible through regular communication to the parishioners
- Contact 1) New parishioners, 2) One-time donors and 3) Non-donors over the years

Prayer and Education

Prayer Leader (2 needed)

The Prayer Leaders will develop a parish-wide team to keep the campaign covered in prayer.

Children's Activity Leader (2 to 3 needed)

The Children's Team plans and implements the activities and stewardship education for the children (K-8) during the course of the campaign. Duties include: Poster Festival, stewardship education, and fun activity on Commitment or Closing Weekend.

Youth Leader (2 to 3 needed)

The Youth Team is responsible for planning and organizing all activities that involve the youth, 7th-12th grade, of the parish. These activities may include: Student Prayer Activity, Student Involvement Activity, and Student Commitment Event.