

GENERAL CHAIRPERSON:

The General Chairperson (GC) is the central overseer, and the “detail person” of the event preparation. Working closely with the Senior Pastor, the GC selects subcommittee chairpersons, maintains contact with the pastor for input on preparation needs, and is continuously aware of what needs to be done next.

Please inform us as soon as possible if there is a pastoral change.

Facilitate Event Planning

In our experience, we have found that these services cannot succeed if there is not sufficient planning and prayer.

The subcommittees listed are a bare minimum, but if they are used, the event will be a success.

Please work with as many in the church as you can to make the event a priority.

If you have questions or concerns, feel free to call our office at 817-285-8008. We want to work together toward the best possible experience for your congregation.

Four Months Out

Work with your Senior Pastor to select leaders for the various committees.

- **Publicity/Outreach:** *Provides information to Church and Community.*
- **Spiritual Enrichment:** *Engages church in prayer and other spiritual enrichment prior to and during event.*
- **Hospitality:** *Serves as host for Wesley and Felicia.*
- **Music:** *Coordinates music with Pastor and Wesley.*
- **Children’s Ministry:** *Recruits and oversees workers for BibleQuest.*
- **Follow-up:** *Organizes follow-up opportunities for spiritual growth for the congregation.*
- **Facilities/Logistics:** *Ensures the facilities are reserved and prepared for each service.*

Distribute job description sheets to subcommittees as soon as possible.

Use the attached sheet to inform us of all sub-committee chairpersons’ name and contact information.

With subcommittee chairpersons and Senior Pastor, formulate a plan of action for visitation, publicity, housing and hospitality, spiritual preparation, logistics, children’s ministry, and the discipleship and assimilation of new Christians.

Schedule monthly meetings for all committees to report back to you and pray for the upcoming services.

Three Months Out

Collect orders for materials from all subcommittee chairpersons.

Using the enclosed order form, email or mail in your materials order to Wesley Putnam Ministries. Include date/time/location information to be printed on event posters, bulletin inserts, and event banner (*Our office will invoice for promotional materials when they are sent*).

Set SMART (specific, measurable, attainable, relevant, and timely) goals:

- How many people will we contact?
- How many people do we expect to attend?
- How much time will we ask each person to spend in prayer for the event?
- What are the specific outcomes we want to see grow out of this event? (*increased involvement in small groups/sunday school/sunday morning*)

Publish these goals in the church.

Ensure that the Publicity/Outreach subcommittee is formulating their plan.



THE MASTER’S STORYTELLER

GC’s Checklist

- Read entire Preparation Packet
- Select Subcommittee Leaders
- Submit all committee contacts to WPM
- Schedule monthly progress meetings
- Collect and place order for event materials
- Check in with all subcommittees about their plan of action
- Check in with all subcommittees to ensure that their plan is on schedule.
- Ensure My Response cards are ready
- Meet with key leaders and all subcommittees to evaluate the week
- Submit evaluation and attendance/financial reports

GENERAL CHAIRPERSON

Two Months Out

Check in with the Publicity/Outreach subcommittee to ensure that their plan of action is being implemented.

Check in with all other subcommittees to ensure that they have formulated a plan of action.

One Month Out

Check in with all subcommittees and make sure that all plans are in motion and on schedule.

During Event

Be in attendance and in prayer as the event progresses.

Ensure that the My Response cards (in the Follow-Up Committee section) have been copied and are ready for distribution to the congregation on Wednesday night.

One to Two Weeks After

Meet with all subcommittee chairpersons and other key church members and evaluate the week.

Submit the evaluation to Wesley Putnam Ministries.

Submit the attached attendance and finance report.

Six Months After and Beyond

Nurture and disciple those who have made decisions for Christ and assimilate them into the life of the Church.



PUBLICITY MATERIALS ORDER FORM

Publicity material will NOT be printed until you contact our office to confirm the times your church would like for BibleQuest and Service.

Posters, Go Fish cards, and bulletin inserts will be sent to your church, after you have contacted us, 8 weeks prior to The Storyteller date. A sample of the poster, Go Fish card, and bulletin insert have been mailed to your church.

Please use this order form to order the amount of publicity materials needed.

	number needed
Banner (Outside measures 4' X 10') \$60	_____
Full Color Window Posters - \$.35 each Enough to place in the church and businesses in town	_____
Full Color Bulletin Inserts - \$.25 each Enough to place in your church bulletin	_____
“Go Fish” Cards - \$.10 each Enough for every person in attendance, including children. Any unused “Go Fish” cards can be returned for a refund.	_____

Event Dates: _____

Morning Service(s) Time(s): _____

Sunday School Time: _____

BibleQuest Time: _____

Evening Service Time: _____

Church name and address:

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Please send the names, addresses, email addresses and phone numbers of the persons chosen as general chairperson and committee chairpersons to the offices of Wesley Putnam Ministries, 1320 Brown Trail, Bedford, TX 76022. **These should be in our office at least 12 weeks ahead of the event.** Add other committees as needed

1. General Chairperson
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

2. Publicity
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

3. Hospitality
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

4. Music
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

5. Spiritual Enrichment
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

6. Children's Ministry
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

7. Follow-Up
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

8. Facilities/Logistics
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

5. Spiritual Enrichment
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____
6. Children's Ministry
Name _____ E-mail _____
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City _____ State _____ Zip _____
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Address _____ Phone _____
City _____ State _____ Zip _____
8. Facilities/Logistics
Name _____ E-mail _____
Address _____ Phone _____
City _____ State _____ Zip _____

ATTENDANCE AND GIVING

SUNDAY AM Attendance _____ Offering _____

SUNDAY PM Attendance _____ Offering _____

MONDAY Attendance _____ Offering _____

TUESDAY Attendance _____ Offering _____

WEDNESDAY Attendance _____ Offering _____

TOTAL OFFERING _____

+ Travel Cost _____

+ Lodging _____

+ Publicity Materials _____

+ BibleQuest Supplies _____
(\$4 x _____ Children)

+ BibleQuest Medals _____
(\$6 x _____ Medals Used)

(Total love offering plus expenses)

GRAND TOTAL _____

This page should be given to Evangelist with his check.

Please attach a list of those who gave and the amount given so they can be sent a letter of thanks.

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Banner

Date & times will be changed to reflect your event



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Go Fish

Follow Me...

and I will make you fishers of men. Mark 1:17



wesley putnam ministries

1320 Brown Trail
Bedford, TX 76022
wesleyputnam.org