

First Baptist Church – North Myrtle Beach, SC
Program Manager
Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
MEETING: Design/Video/Website/Social Media Coordinators' Training	TBD				
MEETING: Program Manager Training	9/15/26	5:00PM			
MEETING: Adult, Children and Student Coordinators Training	9/15/26	6:00PM			
MEETING: Leadership Team Training #1	9/15/26	7:00PM			
MEETING: Early Commitment Coordinator Training	9/15/26	8:00PM			
MEETING: Prayer Coordinator Training	9/15/26	8:00PM			
Prepare for Meetings			9/15/26	9/22/26	3
Reserve Rooms for Campaign Meetings			9/15/26	9/22/26	2
Prepare for Campaign Mailings			9/15/26	9/29/26	7
Confirm Bible Study Materials Distribution			9/15/26	9/29/26	3
Attend Campaign Leadership Team Meetings and Training Meetings			9/15/26	10/6/26	3
Monitor the Involvement Effort and Develop a Master Recruitment List			9/15/26	10/6/26	4
Receive Final Early Commitment Dinner Invitation List			9/26/26	9/29/26	5
Remind Campaign Leadership Team of Upcoming Meetings			9/29/26	10/5/26	
Prepare for Early Commitment Team Meeting			10/2/26	10/5/26	5 - 6
Schedule Vision Sunday Promotion in Services			10/4/26	10/18/26	12
MEETING: Follow Up Coordinator Training	10/6/26	6:00PM			
MEETING: Creative Gifts Coordinator Training	10/6/26	6:00PM			
MEETING: Leadership Team Training #2	10/6/26	7:00PM			
MEETING: Early Commitment Team Training	10/6/26	8:00PM			
Complete the Early Commitment Dinner Reservation Report			10/6/26	10/7/26	6
Prepare Early Commitment Dinner Invitations			10/12/26	10/18/26	
Mail the Campaign Introduction Foldout/Trifold			10/14/26	10/14/26	8

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Suggested Campaign Email Communication			10/14/26	12/7/26	11
Mail Early Commitment Dinner Invitation Letter			10/19/26	10/19/26	9
Event: Vision Sunday			10/25/26	10/25/26	
Event: Vision Q & A			10/25/26	10/25/26	
Confirm Distribution of Creative Giving Guide in Services			10/25/26	11/1/26	
Display Campaign Literature			10/25/26	11/15/26	8
Mail Campaign Brochures/Booklets			10/28/26	10/28/26	8
Schedule Commitment Day Promotion in Services			11/1/26	11/15/26	12
Deliver Early Commitment Dinner Materials To Venue			11/5/26	11/9/26	6
Mail Commitment Day Invitations			11/9/26	11/9/26	9
Event: Early Commitment Dinner			11/12/26	11/12/26	
Event: Commitment Day			11/22/26	11/22/26	
Schedule Celebration Sunday/First Fruits Offering Promotion in Services			11/22/26	11/29/26	12
Mail Commitment Cards			11/23/26	11/23/26	9
Event: Celebration Sunday			12/6/26	12/6/26	
Mail Commitment Confirmation Letters			12/7/26	12/16/26	10