

# FAITH *at* WORK

## TIMELINE COUNTDOWN

6 months (November 2023 - December 2023)

ACTIVITIES	✓
Pray for and recruit local <i>Faith at Work</i> Planning Team(s)	
Appoint Crew Leader	
Set initial planning meeting date to brainstorm ideas	
Brainstorm and determine project(s) and set dates for April 2024	
Determine potential budget needs for project(s)	
Determine funding sources (See below)	
Check Church/School Insurance for liability issues	
Begin publicity in Church/School communications	

### ADDITIONAL NOTES

**Additional funding ideas:** (LLL, LWML, Community Grants, Local Members, Advent Services, Lenten Services, etc.)

### ADDITIONAL THOUGHTS

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# FAITH *at* WORK

## TIMELINE COUNTDOWN

3 months (January 2024)

ACTIVITIES	✓
Invite your Congregation/School/RSO to pray for this event	
Local Planning Team continues to meet	
Register Crew Leaders and Project(s) <b>by March 22, 2024</b> on District's <i>Faith at Work</i> webpage. <a href="https://kslcms.org/caring-ministry/faith-at-work">kslcms.org/caring-ministry/faith-at-work</a>	
Begin registration of local participants. Registrations will be for local use only. See example registrations form on District's website.	
Order T-Shirts (see below)	
Create an approximate schedule for the day of the project	
Communicate event details to your Church/School/RSO as they develop	

### ADDITIONAL NOTES

**T-Shirt Orders:** Crew Leaders will order T-Shirts for their teams through Uncommon Threads by Feb 16, 2024. Link will be provided on the District's *Faith at Work* webpage. The District has received generous support through LCEF for a certain amount of T-Shirts. **The final deadline for T-Shirt orders is Feb 16.** Please note that the deadline may be earlier if the funds are depleted.

When the available funds are gone, Crew Leaders may request the T-Shirt graphic and print the shirts locally **at your own expense.**

### ADDITIONAL THOUGHTS

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# FAITH *at* WORK

## TIMELINE COUNTDOWN

2 months (February 2024)

ACTIVITIES	✓
Invite your Congregation/School/RSO to pray for the project participants	
Local Planning Team continues to meet	
Register Crew Leaders and Project(s) <b>by March 22, 2024</b> on District's <i>Faith at Work</i> webpage. <a href="https://kslcms.org/caring-ministry/faith-at-work">kslcms.org/caring-ministry/faith-at-work</a>	
Set up protocol for walk-up/day-of registrations	
Order T-Shirts (see below)	
Designate specific tasks to each <i>Faith at Work</i> Local Planning Team Member: i.e. photographer, go-for, chaplain, food & hydration, project leader, first aid & safety coordinator, etc.	
Seek funding for each project/group	
Communicate event details to your church/school/RSO as they develop	
Secure local permits where applicable	

### ADDITIONAL NOTES

**T-Shirt Orders:** Crew Leaders will order T-Shirts for their teams through Uncommon Threads by Feb 16, 2024. Link will be provided on the District's *Faith at Work* webpage. The District has received generous support through LCEF for a certain amount of T-Shirts. **The final deadline for T-Shirt orders is Feb 16.** Please note that the deadline may be earlier if the funds are depleted.

When the available funds are gone, Crew Leaders may request the T-Shirt graphic and print the shirts locally **at your own expense.**

### ADDITIONAL THOUGHTS

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# FAITH *at* WORK

## TIMELINE COUNTDOWN

1 month (March 2024)

ACTIVITIES	✓
Invite your Congregation/School/RSO to pray for recipients of the <i>Faith at Work</i> project	
Local Planning Team continues to meet	
Register Crew Leaders and Project(s) <b>by March 22, 2024</b> on District's <i>Faith at Work</i> webpage: <a href="https://kslcms.org/caring-ministry/faith-at-work">kslcms.org/caring-ministry/faith-at-work</a>	
If your team did not get District T-Shirts and would like to print them <b>at your own expense</b> , go to the <i>Faith at Work</i> website for graphic design. <a href="https://kslcms.org/caring-ministry/faith-at-work">https://kslcms.org/caring-ministry/faith-at-work</a>	
Gather supplies needed for the project	
Assemble first-aid supplies, emergency medical procedures, and name an emergency contact person	
Print waiver and release forms for all participants for your local use	
Gather food, snacks, and drink supplies	
Communicate event details to participants – Schedule, what to wear (closed toed shoes) ,etc	
Communicate event details to your church/school/RSO as they develop	
Articulate plans in the event of inclement weather	

### ADDITIONAL NOTES

### ADDITIONAL THOUGHTS

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