

FAITH *at* WORK

Timeline Countdown

8 months (August 2024 - September 2024)

ACTIVITIES	✓
Pray for and recruit Crew Leader.	
Brainstorm local <i>Faith at Work</i> Planning Team(s).	
Brainstorm project(s) and set dates for April 2025.	

ADDITIONAL NOTES

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

ADDITIONAL THOUGHTS

FAITH *at* WORK

Timeline Countdown

6 months (October 2024 - December 2024)

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 2025.	
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

FAITH *at* WORK

Timeline Countdown

3 months (January 2025)

ACTIVITIES	✓
Invite your Congregation/School/RSO to pray for this event.	
Local Planning Team continues to meet.	
Register Crew Leaders and Project(s) by March 10, 2025 , on District's <i>Faith at Work</i> webpage: kslcms.org/caring-ministry/faith-at-work .	
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 March 10, 2025. 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 March 10.** 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

FAITH *at* WORK

Timeline Countdown

2 months (February 2025)

ACTIVITIES	✓
Invite your Congregation/School/RSO to pray for the project participants.	
Local Planning Team continues to meet.	
Register Crew Leaders and Project(s) by March 10, 2025 , on District's <i>Faith at Work</i> webpage: kslcms.org/caring-ministry/faith-at-work .	
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: e.g., 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 March 10, 2025. 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 March 10.** 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

FAITH *at* WORK

Timeline Countdown

1 month (March 2025)

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) by March 10, 2025 , on District's <i>Faith at Work</i> webpage: kslcms.org/caring-ministry/faith-at-work .	
If your team did not get District T-Shirts and would like to print them at your own expense , go to the <i>Faith at Work</i> website for shirt design: https://kslcms.org/caring-ministry/faith-at-work .	
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: e.g., 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
