

# Commitment Sunday Checklist

By Gordon D. Venturella

1. Cards/envelopes/pens available at all services.
2. Ushers ready to distribute material at the appropriate time.
3. Determine how commitments are going to be received (e.g. are people coming forward?). Regardless of the logistics, do not receive commitments at the same time and in the same plate as the regular offering. Do not rush this time. Budget in plenty of time for the process of filling out the cards and receiving them. That may mean that other elements of the service will have to be shortened. DO NOT HAVE THIS SERVICE RUN LONG. YOU WILL LOSE COMMITMENTS.
4. Do not receive any verbal pledges or pledges that are not in a sealed envelope.
5. Appoint people to count the pledges so that an announcement may be made after the Celebration Event.
6. During the commitment process, be overly redundant about the commitment. You have lived with it; don't assume that others have. Specifically:
  - a. *This (title) campaign is an over and above sacrificial commitment designated for the priorities we've outlined the last several months*
  - b. *If you're not sure of the frequency of your giving, just put down the three- year total*
  - c. *This commitment is completely confidential*
  - d. *We've said all along No is an O.K. answer*
  - e. *This commitment may be adjusted up or down to the point of cancellation at any time*
  - f. *Leaders have done what we're asking you to do (number of families) have committed (\$\$).*
  - g. *If you forgot your card, or for whatever reason did not get one, we have ushers who will distribute them now*
  - h. *If for whatever reason you are not ready today to make a commitment, you may take your card home, mail it in, drop it by the church office, or bring it with you next Sunday to church*
  - i. *If you have not already done so, please fill out your card now, sign and seal it*
  - j. *Describe process of receiving the commitments*
  - k. *Our Celebration service (name time and place) is for everyone, not just for those that register a commitment today.*
7. At the Celebration Event, announce the total as the *total-to-date*. In all likelihood there will be more commitments come in for the next two weeks.