1. **Ministry Planning:**
   1. ***Kickoff date with Pastor Larry Westﬁeld: Sunday February 12, 2016 - 8:00 Service, 9:00 Adult Forum, 10:00 Service***
      1. He will be delivering the sermons, leading the Adult Forum
   2. Using the ELCA strategy template as a guide, we will begin to add more speciﬁcs to the plan  
       - ***Month 1 will be January 2017***
   3. **2016 Items** 
      1. ~~set kickoff/luncheon date -~~
         1. ~~Done (feb11&12, 2017~~
      2. Finalize fund documents:
         1. ~~By-Laws~~
         2. Investment & Spending Policy
      3. Prep Communications items
         1. ~~'Save the Date' item~~ - Not needed no luncheon
         2. questionnaires - initial knowledge, for adult forum, future luncheon
         3. Bulletin Inserts - referring to kickoff sunday
         4. 'The Cross' article(s) -
         5. Web items? - what, why, probably not
      4. ~~Dates onto Church calendar(s) Complete~~
   4. **~~Month -2 (Nov 2016~~**~~)~~ **~~-- Plan luncheon~~**Not needed
      1. ~~cater, make nice~~
      2. ~~can use membership committee if planning help needed~~
      3. ~~suggest asking Jeff Wakeﬁeld for food/planning~~ 
         1. *9/12 - ~~Steve contacted Jeff who agreed to work on it~~ Complete*
   5. **Month -1 (Dec 11, 2016)**
      1. Initial Announcement/Teaser - Steve
      2. Initial 4 Questions insert (based on P. Larry) - Steve
   6. **Month 1 -- Communication**
      1. Temple Talk - Steve
      2. Annual Report endowment committee report (due to office first week of Jan 2017)
      3. Cross article(s) re: initial
      4. distribute 'save the date' comm for ~~luncheon~~/adult forum/talk - usher tables
      5. Bulletin and newsletter articles - weekly
      6. ~~newsletter lay interview Jerry/Steve (jtapp@racinechurch.org, a.m. Only)~~
         1. ~~9/12 - Steve contacted Jerry. yet to set initial meeting, but he is aware of the project~~
      7. Annual Meeting discussion?
   7. **Month 2 -- Kickoff/Luncheon February 12 (& Sat 11)**
      1. Temple Talk (someone else - Board member or congregational member)
      2. Services with Pastor Larry message
      3. Adult forum with Pastor Larry
      4. ~~Luncheon with Pastor Larry~~
      5. Endowment committee debrief/plan with Pastor Larry