

*\*Please remember, you need a minimum of 3-4 weeks to prepare for any event and 7-8 weeks for the actual STL Blitz.*

Approximate STL event preparation timeline:

### 1. Four weeks prior to the event...

Hold a staff meeting to:

- Determine the date and time of STL emphasis.
- Decide on a speaker for the service.
- Determine your STL offering goals (end of service goal, 8-week goal, participation goal, etc.).
- Obtain a STL project or needs list from your district youth department, and select a project or projects to present to your congregation.
- Obtain a list of your district's missionaries and their contact information from your district youth department or district missions department in order to communicate directly with missionaries who have STL needs.
- Meet with your youth staff and youth leadership team to gain support and involvement.
- Discuss fund-raising ideas and potential dates with your leadership team. Assign a staff member to head up fund-raising.
- Discuss decorating ideas for the STL service. Assign a staff member to head up the decorating.
- Discuss donation letter options with staff and assign a staff member to head up seeking outside donations.

### 2. Three weeks prior to the event...

- Order any STL T-shirts a minimum of three weeks prior to your event.
- Order all your STL promotional materials from GPH (800.641.4310). Most of these items are free of charge and the only cost is shipping. **It usually takes 14 working days to receive items.**
- Edit and mail a letter to the members of your congregation explaining STL, the upcoming STL service, current fund-raisers, etc.
- Place an ad regarding STL, the upcoming STL service, current fund-raisers, etc., in all church publications (such as the weekly bulletin, church Web site, etc.). To download the STL logos, visit <http://www.stl.ag.org/resources.cfm>. If you place an ad on your church Web site, you may want to link them to the national STL site, which is [www.stl.ag.org](http://www.stl.ag.org).

### 3. Two weeks prior to the event...

- Show a STL video during the Sunday morning service, have the pastor explain your upcoming push for STL, and ask for the congregation's prayer and support.
- Show a STL video during your youth service, have the youth pastor explain your upcoming push for STL, and ask the students for their prayer and support.
- Acquire all items necessary to decorate the stage for your STL service.
- Send an e-mail to both the students and adults with details regarding your STL service, fund-raising, etc.

#### 4. One week prior to the event...

- Pick another STL video to show during the Sunday morning service.
- Show that same video (or another one) during your youth service.
- Mail promotional postcard to congregation.
- Meet with all staff involved to discuss the service and details.
- Finalize the order of service.
- Review the sermon slide presentation and modify as needed.
- Prepare goal cards.
- If necessary, be in contact with your head usher to let him know that they will be handing out goal cards during the service and will also be using special STL offering envelopes. There will be a special STL offering at the end of the service and the goal cards should also be received at this time.
- Prepare STL bulletin inserts and have them inserted into bulletins for the STL service.

#### 5. One day prior to the event...

- Call or e-mail all youth staff involved to remind them about the STL service and to ensure all details are covered.
- Make sure goal cards are placed in designated areas to be given out during the STL service. It may be necessary to have pens available as well.
- Have STL offering envelopes placed in designated areas to be given out during the STL service.
- It may be necessary to schedule a “STL Workday” beforehand to ensure that everything is set up and ready (e.g., decorations, bulletins, etc.).
- If using props, videos, and/or drama in a service, it is a great idea to have a rehearsal beforehand to practice timing and ensure all video equipment is working properly.

#### 6. EVENT DAY...

- Have copies of your order of service on hand for those who need one.
- Announce to the congregation to always mark STL on their offering envelopes when turning in funds for STL.
- You may also suggest to your congregation that this is a great ministry to make a monthly commitment to. Again, request that they always mark this on their offering envelopes.

#### 7. One week after the event...

- If your church uses a software database for recording contributions, you may want to enter the STL goals for tracking purposes.
- Since not all students attend Sunday morning services, you may want to present the goal cards to your students at your youth service.
- Send a letter thanking all those who set a goal.
- Send thank-you notes to all who helped you make the event a success.
- Show a follow-up STL video during the Sunday morning service.
- Show a follow-up STL video during the youth service.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertising the total goal amount. (NOTE: Each week you may want to update the amount of

money that has been received.)

- During the offering, remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL.

### **8. Two weeks after the event...**

- Mail follow-up postcard to congregation.
- During the offering remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertise the total goal amount. (NOTE: Each week you may want to update the amount of money that has been received.)

### **9. Three weeks after the event...**

- During the offering, remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL. If someone has a testimony of God blessing them because of participating in STL, give them an opportunity to share it.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertise the total goal amount. (NOTE: Each week you may want to update the amount of money that has been received.)

### **10. Four weeks after the event...**

- During the offering, remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL. If someone has a testimony of God blessing them because of participating in STL, give them an opportunity to share it.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertise the total goal amount. (NOTE: Each week you may want to update the amount of money that has been received.)

### **11. Five weeks after the event...**

- Show a new STL video during the Sunday morning service.
- Show a new STL video during the youth service.
- During the offering, remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertise the total goal amount. (NOTE: Each week you may want to update the amount of money that has been received.)

### **12. Six weeks after the event...**

- During the offering, remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL. If someone has a testimony of God blessing them because of participating in STL, give them an opportunity to share it.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertise the total goal amount. (NOTE: Each week you may want to update the amount of money that has been received.)

### 13. Seven weeks after the event...

- Mail follow-up postcard to congregation.
- During the offering, remind the congregation of their STL goals and to always mark STL on their offering envelopes when turning in funds for STL. If someone has a testimony of God blessing them because of participating in STL, give them an opportunity to share it.
- Place an article in the bulletin and on the Web site thanking those who set goals, and advertise the total goal amount. (NOTE: Each week you may want to update the amount of money that has been received.)

### 14. Eight weeks after the event (final offering to collect goals)...

- Show new STL video during the Sunday morning service.
- Take the final offering for STL for the 8-Week Blitz.
- The pastor should give an update during the Sunday morning service of the church's goals and giving to date. He should encourage those who haven't met their goals to not give up, but to continue giving as the Lord provides. If they mark STL on their future offering envelopes, he will make sure that it is given to STL.
- Place an article in the bulletin and on the Web site thanking those who set goals, and put the total amount raised for STL during the 8-Week Blitz.
- Mail "Thank-you" postcards to the congregation.

*\*The timeline in this STL Blitz can be modified to fit your church's 1-Week, 4-Week, and/or 6-Week STL missions focus.*