

## SAMPLE TASK ASSIGNMENT FORM

| Task  | Name of Person Responsible | Phone Number | Date for Completion |
|---|----------------------------|--------------|---------------------|
| <b>Activities Directory</b><br>prepare an annually updated directory describing parish activities.      |                            |              |                     |
| <b>Time &amp; Talent Fair</b><br>Coordinate all ministries & Organizations in participating.            |                            |              |                     |
| <b>Bulletin Announcements</b><br>ensure the Time & Talent Campaign bulletin announcements are included. |                            |              |                     |
| <b>Pulpit Announcements</b><br>ensure the pastor has the appropriate pulpit announcement for the week.  |                            |              |                     |
| <b>Mailings - a major task</b><br>Prepare campaign mailing to all parishioners.                         |                            |              |                     |
| Prepare follow-up mailing to all non-responders.  |                            |              |                     |
| Prepare thank you mailing to all who responded.   |                            |              |                     |
| <b>Supply the Pews</b><br>put pledge envelopes and pencils in the pews the first week.                  |                            |              |                     |
| Make sure pews are restocked for following weeks.   |                            |              |                     |