

Project Timeline Overview

With varying degrees of complexity based on the particular ministry and event, each ministry "event" goes through the same four phases.



Phase 1: Idea / Vision

What idea has God given you for your ministry area?
How does this help move the needle forward with your vision for ministry area?



Phase 2: Strategic Calendaring

Submit a Calendaring request with your proposed ministry dates and rhythms.

The Executive Team will review the request in accordance with the overall calendar across all ministries and will lock in dates.



Phase 3: Communication Plans and Creative Needs

Submit a Communication and Creative request. The Creative and Communication Teams will work alongside you to create design visuals and best strategize how to communicate to our church and your ministry.

Other components included in this phase: website page development, registration link, videos as needed.



Phase 4: Execution and Final Preparations for Event

This phase is defined by your ministry area doing final preparations and hosting your event!

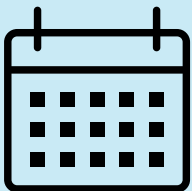
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Phase 1:

Meet with your Executive Director to discuss vision for offering.



Phase 2:

Submit Calendar Consideration form at oasisleaderhub.com.

The Executive Team will review this in accordance with the overall ministry calendar and lock in timeframes.

After approval from the Executive Team, Lauren Burgess / Jerry Lux will set up a meeting with you to go over project timelines for communication and creative needs in accordance with the scope of your offering.



Phase 3:

During this phase, you will be working extensively within your own ministry area, with support from our Communications, Creative, and Service Planning teams as applicable.

Submit final communications and creative needs with the respective forms at oasisleaderhub.com.



Phase 4:

Final ramp up to your offerings. Creative assets are done and communication roll out is in effect. Your ministry area is working to finish up final preparations.

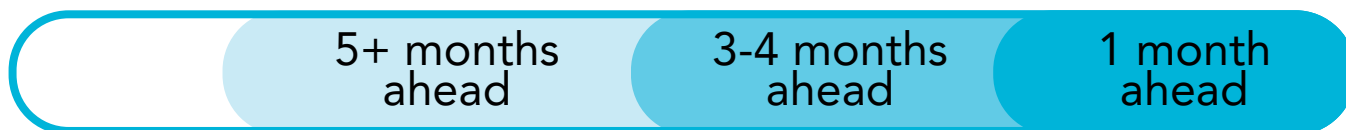
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Timelines vary based on the complexity and scale of the event.



LARGE SCALE EVENTS are defined by at least one of the following:
Applies to >50% of weekly attendance / Church-wide initiative / Critical on-ramps to ministry

Examples: Christmas, Capital Campaign, Launch of Offering (Semester, Ministry), Women's Weekend, Church-Wide Social Event, Staycation, Kick-off of Offering (Membership)



MID SCALE EVENTS are defined by at least one of the following:
Seasonal Event / Outreach Offering / Service Production

Examples: Youth Event, Vacation Bible School, Christmas Drive, Vision Night, Prayer & Worship Night, Parents Night Out



SMALL SCALE EVENTS are defined by at least one of the following:
Repeated Ministry Event / Single Use Offering / No Media Needed (booklets, slides, graphics, etc)

Examples: Men's/Women's Breakfast, Repeated Group/Class, Topical Seminar/Class

