



Camp Hope

A ministry of LEAD 

Director Timeline

Date	Action Plan	Who?	Done
Sept-	Plan budget for curriculum and staff training		
	Create Camp Hope flyers, bulletin inserts, social media posts, etc		
	Talk to individuals to recruit members for your Ministry Team		
	Meet with Ministry Team for initial planning		
	Staffing Option: Advertise for staff, put applications online in October with a due date of early December, conduct interviews over Winter Break		
Jan	Promote dates within the congregation with flyers, bulletin inserts, etc		
	Introduce Camp Hope to the congregation		
	Block out all facility needs on church calendar		
	Plan for community promotion – neighborhood newsletters, area websites,		
	Determine registration fees, deposits, stipends		
	Review program theme, scout decorations		
	Buy Camp Hope curriculum payment & determine venue for staff training.		
	Sign up for Camp Hope Leadership Summit		
Feb	Meet with the Ministry Team		
	Recruit and confirm mentors for all areas of ministry		
	Schedule Mentor Meal		
	Continue teaching congregation about Camp Hope		
	Staffing Options: applications due, interviews scheduled, staff contracts out		
	Promote Camp Hope on congregational website		
Mar	Ministry Team meets		
	Open registration for campers		
	Develop community promo strategy		
	Start supply lists		
	Make programming decisions about weekly themes		
	Manage registration / data entry / record payments		
Apr	Ministry Team meets		
	Staffing needs to be done by the end of this month		
	Manage registration / data entry / record payments		
	Begin registering campers if you have not already started		
	Finalize supply list, start soliciting donations for supplies		
	Invite the congregation to pray for staff		

	Begin registering campers if you have not already started		
	Finalize supply list, start soliciting donations for supplies		
	Walk through facilities to identify any modifications needed for a safe environment		
May	Ministry team meets		
	Gather & organize all supplies, determine who will shop for any still needed		
	Confirm registration with all campers		
Jun - Jul	Train staff, set up and commission Camp Hope staff		
	Implement Camp Hope – communicate about what’s happening to the congregation while camp is in session		
	Clean up after Camp Hope (whew!)		
	End of Camp Hope party		
Aug	Ministry Team meets to evaluate Camp Hope		
	Send evaluation to Camp Hope Ministries to help us continue to improve		