



A Message from the Expansion Committee Chair, Dr. Nancy Walters

Fellow Pilgrim Members and Friends,

Welcome to the third issue of Pilgrim's Building News for 2005. The Expansion Committee is busy preparing for the 2006 Capital Campaign that will allow Pilgrim to structurally put in place our expansion theme "Building for Christ in the 21st Century." At a cost of \$2.4 million, Phase 1AB of the Pilgrim expansion plan will provide an elevator, handicap accessible restrooms, nursery, kitchen shell, choir room and multipurpose space for Pilgrim's expanding church ministries.

Our Capital Funds Appeal involves recruiting the campaign leadership team during October and November. The Leadership Team members will host or assist in leadership training meetings at the start of the capital campaign. The funds appeal will be conducted from mid January through mid March of 2006. Approximate 40 Pilgrim members will be involved in conducting the campaign. The campaign will culminate with a Celebration Sunday on March 26, 2006. This service allows members to provide testimonials regarding the church's expanding role and to bring forth pledges to support the financial goal of \$2.4 million.

Pilgrim is being assisted by the James Company of Eden Prairie on this Capital Campaign. Taking their vision from James 2:17 "Faith by Itself, If It Has No Work, Is Dead" the James Company has helped hundreds of congregations turn their faith into their congregation's vision for growth. Since 1986, the James Company has helped churches raise over \$107 million. The committee is excited about the expertise and resources that the James Company brings to Pilgrim.

Now that the real estate purchases to the east and south of the church have been completed and site preparation work done, the longstanding construction project is moving to fruition. Our expansion project continues Pilgrim's conscious effort to move forward in our "stewardship." Through expansion, stewardship involves making a commitment to leaving the community, the congregation, and the physical facility better off than we found it when we became members of Pilgrim. Our expansion stewardship means extending the perimeter of whom the church cares for and how we care, to include a much wider community. As Pilgrimites we take our legacy seriously. As Christians we are committed to turning the ideal of stewardship into meaningful action.

Let us rise up and build. So they strengthened their hands for this good work.
Nehemiah 3:18

Sincerely,

Nancy B. Walters, Ph.D.
Expansion Committee Chair

**Expansion Ministry Financial Summary
Preliminary Statement of Pledges and Gifts
1996 through August 30, 2005**

Total Pledges Made – 1996	\$673,824.29
Total Pledges Received	\$470,288.11
Total Gifts Received	<u>\$159,873.14</u>
Total Gifts and Pledges Received	\$630,161.25

Capital Campaign Timeline for Pilgrim Baptist Church

Middle of October 2005	Theme & logo for Capital Campaign finalized. <i>Theme confirmed – "Building for Christ in the 21st Century"</i> <i>Logo – Same logo as on the Expansion newsletter</i>
End of October 2005	Capital Campaign Case Statement clarified & ready
Oct/Nov/Dec 2005	Recruit general chairpersons <ul style="list-style-type: none">)= Recruit via one-on-one visits)= Recruit diversity of church membership <ul style="list-style-type: none"> - Younger members - People held in high regard
Nov/Dec 2005	Identify potential major gift givers Visit potential givers, involve person over stewardship
January 2006	Campaign Leadership Team is in place
Mid Jan – Mid Mar 2006	Conduct Capital Campaign Meetings and training sessions taking place
Week of Mar 13, 2006	Mailings regarding capital pledge
March 26, 2006	Celebration Sunday At service, walk people through filling out pledge card People bring forth pledge card Special offering to collect testimonials in support of campaign
April 2006	Clean up month Letter to those who did not make pledge
June 1, 2006 - May 31, 2009	Payment on Pledges

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR PASTOR

The Pastor is instrumental in creating a strong faith foundation on which to base all aspects of the Appeal. It is also very important that the Pastor helps to create a positive atmosphere for the Appeal which includes a sense of confidence and optimism. His leadership is essential to conducting a successful Appeal.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Help recruit the Leadership Team.
4. Attend all meetings:
 - Open and/or close some meetings with prayer/devotions; and
 - Offer information to help Appeal volunteers make decisions.
5. Meet with Program Director and/or Program Administrator as needed.
6. Preach a sermon(s) based on the theme of the Appeal.
7. Write a letter from the Pastor for the brochure and review other written Appeal materials.
8. Review the "Invitation to Give" letters, and personally sign letters to people serving as leaders or working on teams in the appeal.
9. Visit, or assist in visits, to households identified as potential major givers.
10. Sign thank-you notes for members who contribute to the Appeal, and possible reminder letters.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting
			Advance Visitors Meeting
			Phone Callers Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR GENERAL CHAIRPERSONS

The General Chairpersons are responsible for the overall direction of the Appeal, with help from the Pastor and Leadership Team members.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend all meetings.
4. Recruit the Leadership Team and supervise their work.
5. Give leadership talks at worship services.
6. Host and speak at the following meetings:
 - Leadership Team Meetings
 - Advance Visitors Meeting
 - Congregational Event
 - Phone Callers Meeting
7. Assist in all aspects of the Appeal:
 - Communication and Information plan
 - Advance and Congregational phases
 - Determine how Appeal materials will be distributed to those who do not attend meetings.
 - Receiving commitments
 - Follow-up plan (after the Appeal)

QUALIFICATIONS:

1. **Faith** in the work of the Lord.
2. **Dedication** and **Commitment** to the Church and to the purposes of the Appeal.
3. A willingness to speak for the Appeal, sincerely and honestly.
4. Organizational and leadership abilities.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting
			Advance Visitors Meeting
			Phone Callers Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR TELEPHONE LEADERS

The Telephone Leaders will recruit and work with Phone Callers to carry out the personal phone contact phase of our Appeal. In this phase, every member of the congregation will be contacted by the Telephone Leaders and Phone Callers. They answer questions and remind members about Celebration Sunday.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend the following meetings:
 - Leadership Team Meetings
 - Congregational Event
 - Phone Callers Meeting
4. Recruit Phone Callers.
5. Make assigned phone calls to members of the congregation.
6. Make sure all assigned calls, theirs and the phone callers they recruit, are completed within the scheduled time.

QUALIFICATIONS:

1. **Faith** in the work of the Lord.
2. **Dedication** and **Commitment** to the Church and to the purposes of the Appeal.
3. A willingness to speak for the Appeal, sincerely and honestly.
4. Organizational and leadership abilities.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting
			Phone Callers Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR ADVANCE LEADERS

The Advance Leaders are responsible for recruiting Advance Visitors who will make personal visits inviting church members to consider a leadership gift to the Appeal. The Advance Leaders and Advance Visitors make these visits **in advance** of Celebration Sunday. The spirit and enthusiasm generated by this Advance Division is crucial to the overall success of the program.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend the following meetings:
 - Leadership Team Meetings
 - Advance Visitors Meeting
 - Congregational Event
4. Assist in identifying potential Advance givers.
5. Make assigned Advance visits.
6. Complete Advance Visits and follow up to make sure all completed commitment cards have been returned to the church.

QUALIFICATIONS:

1. **Faith** in the work of the Lord.
2. **Dedication** and **Commitment** to the Church and to the purposes of the Appeal.
3. A willingness to speak for the Appeal, sincerely and honestly.
4. Organizational and leadership abilities.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting
			Advance Visitors Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR COMMUNICATION LEADERS

The Communication Leaders are responsible for planning and implementing a communication program. They may recruit team members to assist them in this division. The communication program should be creative, visual, and innovative. It is intended to inform the congregation of the needs and goals of the Appeal, and inspire a joyful response.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend the following meetings:
 - Leadership Team Meetings
 - Congregational Event
4. Recruit team members for this division if needed.
5. Develop and implement a communication program, creating total congregational awareness of the program through means such as newsletter articles, banners, songs, artistic displays, Sunday School participation, progress charts, etc.
6. Create Sunday bulletin inserts from examples supplied, and work in conjunction with Spiritual Emphasis Team.

QUALIFICATIONS:

1. Faith in the work of the Lord.
2. **Dedication** and **Commitment** to the Church and to the purposes of the Appeal.
3. A willingness to speak for the Appeal, sincerely and honestly.
4. Experience with publicity and various means of sharing information and providing motivation.
5. Organizational and leadership abilities.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR APPEAL SECRETARY

The Appeal Secretary provides office support for the program. Direction and support is provided by a representative of The James Company.

QUALIFICATIONS:

1. Must be well-organized, efficient, responsible, and enjoy working with people.
2. Knowledge of the congregation is preferred and most helpful.
3. Typing skills may be helpful.
4. Computer skills may be helpful, but not necessary, in performing this job.

DUTIES AND RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend all Appeal meetings.
4. Duplicate materials for meetings.
5. Send out notices for meetings, with follow-up phone calls as required.
6. Assist in setting up meetings.
7. Prepare and coordinate all Appeal mailings.
8. Maintain files.
9. Perform record-keeping duties as required.
10. Receive and tabulate confidential records of pledges received.
11. Prepare progress reports as required.
12. Answer Appeal-related telephone calls.

TIME COMMITMENT:

Average 20 - 40 hours per week for 2 to 4 months depending on the size of the congregation. Hours increase as the Appeal progresses. Duties will include follow-up work after Celebration Sunday.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting
			Advance Visitors Meeting
			Phone Callers Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR SPIRITUAL EMPHASIS LEADERS

The Spiritual Emphasis Leaders are responsible for encouraging the congregation to support the Appeal with their prayers. The goal is to have all members of the congregation active in their faith and prayer life during the period of the Appeal. We will ask for prayers for the Leadership Team, other Appeal volunteers, and the Appeal itself.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend the following meetings and give opening and closing devotions and prayer:
 - Leadership Team Meetings
 - Advance Visitors Meeting
 - Phone Callers Meeting
 - Congregational Event
4. Create and utilize devotional opportunities in the congregation:
 - Prayer vigil
 - Sunday services
 - Appeal meetings
 - Prayer chains
 - Create Sunday bulletin inserts from examples supplied, and work in conjunction with Publicity Team.
5. Assist in the development of prayer and devotional resources:
 - Devotional booklet
 - Study materials

QUALITIES:

1. Strong **Faith** in the work of the Lord.
2. **Dedication** and **Commitment** to the purposes of the Appeal.
3. **Speaking Ability** - able to give a sincere and honest expression of his/her faith in God and belief in the Appeal.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting
			Advance Visitors Meeting
			Phone Callers Meeting

**PILGRIM BAPTIST CHURCH
2005 CAPITAL APPEAL**

JOB DESCRIPTION FOR CONGREGATIONAL EVENT LEADERS

The Congregational Event Leaders are responsible for recruiting a committee to assist in implementing an event for the whole congregation. This will be an opportunity to learn more about the accomplishments of the congregation, the need for the Appeal, and a time of fellowship.

RESPONSIBILITIES:

1. Pray daily for the congregation and this Appeal.
2. Make a stretch gift commitment to the Appeal.
3. Attend the following meetings:
 - Leadership Team Meetings
 - Congregational Event
4. Recruit a committee to assist in implementing a Congregational Event.
5. The Event could be a:
 - catered congregational dinner or Sunday Brunch;
 - Food Festival;
 - Pie and Coffee Social;
 - Family fun event;
 - Musical performance;
 - Outdoor Festive Worship and picnic, etc.

QUALITIES:

1. Strong **Faith** in the work of the Lord.
2. **Dedication** and **Commitment** to the purposes of the Appeal.
3. Ability to recruit others in this effort and to implement a large congregational event.
4. Organizational and leadership abilities.
5. **Speaking Ability** - able to give a sincere and honest expression of his/her faith in God and belief in the Appeal.

MEETINGS TO ATTEND

DATE	DAY	TIME	MEETING
			Leadership Team Meeting
			Leadership Team Meeting