

## 12 MONTH SAMPLE PLANNING TIMELINE

The sample planning timeline is a tool to help Adult Leaders frame their task lists and connection opportunities with the congregation and youth and adults participating in the 2019 LCMS Youth Gathering. Each congregation's planning timeline will look different.



- This tool is for congregations who focus planning in the twelve months before the Gathering. This timeline uses the assumption that connections with youth participants will be following Summer 2018. Your congregational context may allow for additional connections to happen over the summer months.
- Some congregations may need fewer standalone Gathering meetings due to other opportunities to connect with parents and youth.
- Some “Adult Leader Meeting” material and planning may be communicated or decided over email rather than a face-to-face meeting.

God bless your service to your young people on the way to Minneapolis!

### June 2018

- By June 30, register for [National Lutheran Youth Workers Conference](#) in Minneapolis.
- Check the [Gathering Facebook](#) page for the date and time of the next webinar.
- Check out the “prepare” page on the [Gathering website](#) to review a number of Gathering resources including:
  - Budget Tools and Sample Fundraising Policies
  - Fundraising Ideas
  - Community Building Resources
  - Covenant Resources
  - Foundational Theological Resources
- Develop a budget for the LCMS Youth Gathering and share with appropriate leaders in the congregation (pastor, DCE, finance staff or chairperson, etc.).
- Develop a Youth Gathering fundraising plan.
- Confirm the process for selecting additional adult leaders for the LCMS Youth Gathering with the pastor and/or church leadership.
- Recruit additional adult leaders for the 2019 Gathering.

### July 2018

- Check the Gathering Facebook page for the date and time of the Registration webinar in July.
- July 8-11 – Attend the [National Lutheran Youth Workers Conference](#)
- July 11 – [Young Adult Volunteer Registration](#) opens for those aged 19-25 years old.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).
- Create an Adult Leader pre-Gathering meeting schedule.
- Create a Youth Participant pre-Gathering meeting schedule.
- Develop a team building/Bible study meeting timeline.
- Have first meeting for interested, or selected, adult leaders for the LCMS Youth Gathering.
  - [See sample first agenda](#)

## August 2018

- Registration Materials arrive to congregations and are available on Gathering website
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).
- Adult Leader Meeting #2 (may be combined with Meeting Agenda #1)
  - Expectations of Adult Leaders
  - Application for Adult Leaders
  - Training of Adult Leaders
  - Registration of Adult Leaders
  - Inviting young people to register to the Gathering
- Check the Gathering [Facebook](#) page for the date and time of the next webinar.

## General Tips for Summer 2018 (June – August)

- Spend time preparing your hearts and minds for the Gathering theme with the [initial theological resources](#):
  - Download and read ***Songs of Sinners, Songs of Saints: Songs of a Real. Present. God.***, the Thematic and Scriptural Study for the 2019 LCMS Youth Gathering by Rev. Dr. Joel D. Lehenbauer.
  - Watch the [first Gathering webinar](#) featuring Dr. Lehenbauer.
- Build list or database of youth eligible to attend the 2019 LCMS Youth Gathering. (Eligible youth are those finishing 7<sup>th</sup> grade in the **2017-2018** school year or no younger than 13 on July 15, **2018** and no older than 20 on July 15, **2018**.)
- Gain understanding of congregation’s communication options to young people and their families (emails, church bulletin, website, social media, create texting plan).
- Join the “[NYG Adult Leader](#)” Facebook Group to join in the discussion with thousands of other adult leaders.
- Like and follow the Gathering on other social media sites: [Facebook](#), [Twitter](#), [YouTube](#), [Instagram](#), and Snapchat (@lcmsnyg).
- Sign up for Gathering Update emails on the [Gathering Website](#). (Please see the bottom of each page of the site.)

## September 2018

- First Parent/Youth Meeting
  - What is the Gathering? (Watch [Gathering in 60 Seconds](#))
  - Fundraising Timeline
  - Pass out registration information
  - Dates of the Gathering
  - Expectations of youth participants (**pre-Gathering**)
  - Estimated cost
  - Initial travel plans
  - Timelines
- Check the Gathering [Facebook](#) page for the date and time of the next webinar.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).

## October 2018

- Registration in the congregation
  - Adult and Youth registration forms are due to Primary Adult Leader
  - Payment due as part of congregation policy/covenant (*can be a partial amount*)
    - Consider dividing the financial responsibility of each family into numerous payments.
  - Receive feedback from participants about program options (if applicable)
- Registration with the LCMS Youth Gathering Office
  - Primary Adult Leader completes on-line registration for congregation group
  - Ranking of program options (if applicable)
  - Garner necessary signatures and deposit payment
  - Mail in forms & deposits to the Gathering Office (cannot be postmarked before October 17)
- Begin team-building meetings at this point. At this point, meetings shift in focus from informational to building up the group spiritually and as a unit.
- Check the Gathering Facebook page for the date and time of the next webinar.

## November 2018

- Receive a confirmation letter from the Gathering Office. Letter will confirm your participation in the 2019 LCMS Youth Gathering in Minneapolis, Minnesota.
- Make specific travel arrangements for your group after receiving your confirmation letter
- Continue fundraising
- Check the Gathering Facebook page for the date and time of the next webinar.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).

## December 2018

- Continue fundraising
- December 31 - Young Adult Volunteer registration closes

## January 2019

- Team building/Bible Study meeting #2
- Continue fundraising
- Adult Leaders meeting #3
- Check the Gathering Facebook page for the date and time of the next webinar.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).

## February 2019

- Look for Choir, Dance Ensemble, and Band applications to open
- Look for 5K run/walk registration to begin
- Team building/Bible Study meeting #3
- Adult Leaders meeting #4

- Continue fundraising
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).
- Check the Gathering Facebook page for the date and time of the next webinar.

### March 2019

- Team building/Bible Study meeting #4
- Continue fundraising
- Adult Leaders meeting #5
- Check the Gathering Facebook page for the date and time of the next webinar.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).

### April 2019

- Deposit for hotel due to the Gathering Office (date subject to change)
- Team building/Bible Study meeting #5
- Continue fundraising
- Adult Leaders meeting #6
- Youth and adults sign-up to participate in District Events during the Gathering
- Check the Gathering Facebook page for the date and time of the next webinar.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).

### May 2019

- May 1 – Registration Closes/Deadline for Express Registration
- Team building/Bible Study meeting #6
  - Be mindful that May can be a very hectic time for students.
- Continue fundraising
- Adult Leaders meeting #7
- May 29 – Last Day for Sub/Cancellations
- Check the Gathering Facebook page for the date and time of the next webinar.
- Review information on Gathering website, especially in the “prepare” page on the [Gathering website](#) (**check monthly for updates**).

### June 2019

- Parent and Youth meeting (final information is presented and handed out)

### July 2019

- July 7 (or before) - Commissioning service for all participants of the LCMS Youth Gathering
- July 11-15 - **“Real. Present. God.”** in Minneapolis, Minneapolis

## August 2019

- Share with your home congregation about your LCMS Youth Gathering experience!
- Look for post-Gathering Bible studies and resources to be made available to continue to unpack and digest what was learned and experienced at the Gathering