

Faith Community Project Charter

PROJECT NAME: Church Picnic

TODAY'S DATE: April 1, 2020

PROJECT OBJECTIVE

To plan and hold the annual church picnic by August 30, 2020 within a cost of \$1000 and 400 staff and volunteer hours.

SCOPE OVERVIEW

The purpose of the church picnic is to show our appreciation to our members, staff, and congregation. This is an excellent time for fellowship and getting to know each other. Key requirements for this event are:

- Must be held outdoors, with a contingency plan in case it rains
- Must be able to accommodate up to 150 attendees
- Will be a potluck, to reduce costs and encourage food preparation
- Attendees will include church members, potential members, staff, and their families
- Games will be provided. Prizes are optional.
- No music or "live" entertainment

PURPOSE

The mission of our Church is to be a welcoming faith community that lives by faith, is known by love, and serves the greater community. The annual picnic supports our mission.

BACKGROUND (Optional)

The annual picnic has been held for the past 10 years with great success. It is considered an additional time for bonding with each other, and team building.

MILESTONE SCHEDULE AND DELIVERABLES

Deliverable / Milestone	Completion Date	Person who approves completion	Acceptance Criteria
Location confirmed	5/1/2020	Project Manager	Signed agreement for location
“Save the date” announcement sent	5/15/2020	Marketing Lead	Announcement sent
Registration system ready to go & sign-ups begin	6/1/2020	Registration Lead	Testing completed
Games identified and materials purchased	8/1/2020	Activities Lead	Supplies ready
Picnic held	8/15/2020	Project Manager	More than 100 attendees
Close-out report done	8/30/2020	Project Manager	Sponsor sign-off

RISKS

Project Risks	Risk Owner	Contingency Plan
1. Potential of inclement weather (rain)	Project Manager	Choose location with covered area or schedule the church’s rec room as backup.
2. Not enough volunteers will be available on day of event	Volunteer Coordinator	Create sign-up sheet and monitor RSVPs. Send weekly reminders via email.
3. Lack of attendees	Registration Lead	Track sign-up’s in registration system. Implement marketing campaign if registrations are less than 50 people.

ASSUMPTIONS AND ASSIGNMENTS:

1. Church has the necessary insurance policies in place to cover any safety issues. (Business Manager)
2. Church will provide a registration system to track sign-up’s. (Business Manager)
3. Volunteers will be available to assist in preparing for the event, and available on the day of event. (Volunteer Coordinator)
4. We are assuming that no electrical power will be needed. (Project Manager)

STAKEHOLDERS

Stakeholders	Interest in the Project
Primary: 1. Pastor 2. Church staff and volunteers	1. Ensure that event is successful 2. Large amount of time required to support this event
Secondary: 3. Church members 4. Neighbors	3. May impact the location of worship on event day 4. Concerned about noise and parking in neighborhood

RESOURCES REQUIRED

- Funding (\$\$ and/or hours): \$1000 and 400 hours
- People (Staff, Volunteers, Other) 200 hours of staff time, plus 200 hours of volunteer time
- Equipment Registration system, copier, poster paper
- Other Need access to church van for transporting supplies to/from event

TEAM OPERATING PRINCIPLES

- Project team will meet every Monday at 9:00 am in the church office.
- Status reports will be submitted to the project sponsor every week – on Mondays by 8:30 am.
- An agenda will be published and distributed 48 hours prior to each team meeting.
- Everyone is expected to fully participate at team meetings. If you cannot attend, immediately notify the project manager.
- Team members will respect one another, share knowledge, and utilize their strengths and expertise.
- Team members will complete their tasks on time and will reach out if they need help.

LESSONS LEARNED

- Team will review project closeout reports from previous church picnics held.

COMMITMENT

Sponsor	Ministry / Organization	Signature
Pastor Bill Johnson		
Project Manager	Ministry / Organization	Signature
Elder Joe Smith		
Core Team Members	Ministry / Organization	Signature
Sue Miller	Registration Lead	
Sally Jones	Marketing Lead	
Bob Adams	Volunteer Coordinator	
Duane Stevens	Activities Lead	