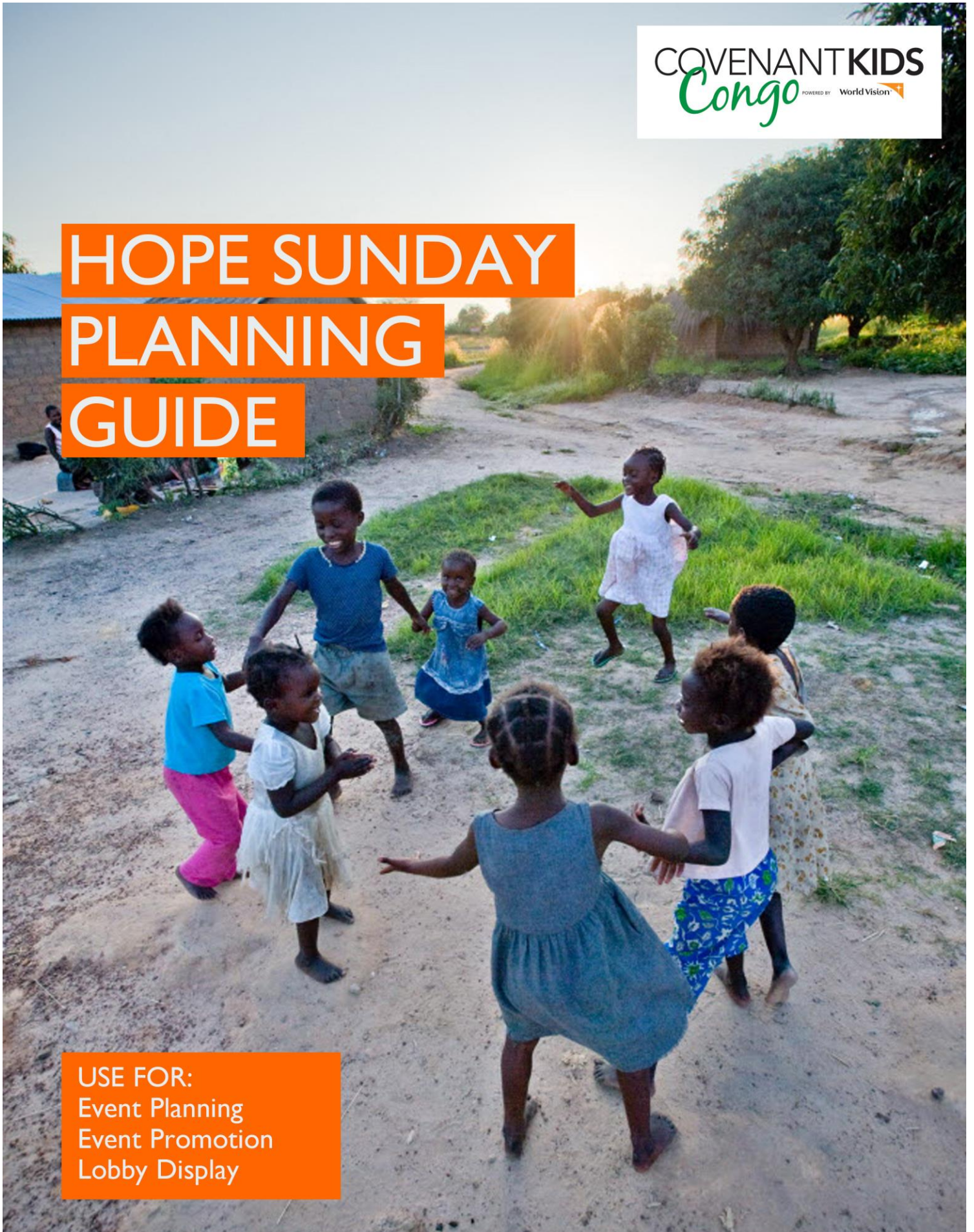


HOPE SUNDAY PLANNING GUIDE

USE FOR:
Event Planning
Event Promotion
Lobby Display



Hope Sunday Planning Guide

To inspire people in your church to sponsor children from DR Congo, pulling off a great event is crucial. Below you'll find all the details you need to plan a Hope Sunday for Covenant Kids Congo. The details for the actual Hope Sunday service can be found in the **Hope Sunday Weekend Services Guide**. If you have any questions, please call CKC at **773-442-6578** or email us at **covenantkidscongo@covchurch.org**.

Planning Timeline for Hope Sunday

At least 3 months before your Hope Sunday

- Talk to your pastor and get permission (if you haven't done so already)
- If you would like a CKC speaker to preach for your Hope Sunday service, contact Covenant Kids Congo. There is no speaker fee, but CKC asks that your church would contribute toward the speaker's travel expenses.

3-5 weeks before your Hope Sunday

- Review the materials
- Recruit a few volunteers for the sponsorship tables
- Make a plan to promote the event

2-3 weeks before your Hope Sunday

- Determine details of the service (length of presentation, who will be talking, what video to use)
- Promote Hope Sunday at your church services through announcements and your church bulletin. Play CKC videos during your announcements to get your church excited for your Hope Sunday.

1 week before

- Gather supplies for the table and make your display
- Send the "How to Run the Sponsorship Table" handout (found at covchurch.org/hopesunday) to table volunteers

Day of your Hope Sunday

- Set up sponsorship tables and displays
- Meet with table volunteers shortly before the service to review the plan
- Mail in completed sponsorship envelopes to World Vision. Use one of the large business reply envelopes you received to mail them together.

1-2 weeks after your Hope Sunday

- Continue to offer sponsorship in your lobby and make announcements for it for a couple weeks after your event
- Mail in the rest of the completed sponsorship envelopes to World Vision
- Send back your extra picture folders to World Vision

Promoting Your Hope Sunday

Promotion is so important! Get your church excited for your Hope Sunday. For about 2-3 weeks before your Hope Sunday:

1. Ask your pastor to make an announcement each week and play a CKC video (available for download at covchurch.org/hopesunday). These short CKC videos are perfect for announcements:
 - a. [Denee's Sponsorship Story](#)
 - b. [Jerry's Sponsorship Story](#)
 - c. [Bright Hopes for the Children of Congo](#)
2. Include your upcoming Hope Sunday in your bulletin
3. Create a Facebook event

Sponsorship Tables

This is where people will come to sign up for child sponsorship. Choose a high-traffic area for your tables, and make sure people know where the tables are so they can visit after the service.

For larger churches, we recommend setting up multiple sponsorship tables so people will have plenty of space to look for children to sponsor. The more tables you have, the more likely sponsors will sign up – because people who don't have time to wait may simply leave instead. Make sure there is enough room on the tables for people to fill out the forms.

Tips for your table display

- Keep your display **simple** – don't fill it up with pamphlets and information that can confuse your sponsorship ask.
- Have **plenty of pens** available for people to fill out the forms on the child picture folders, and **extra chairs** so they can sit down to write.
- **Stand up** the child picture folders on the table, or hang them on a clothesline or rope for easy viewing.
- You may want to separate the picture folders by the child's gender and/or birthday ahead of time. Some people look for a specific age or gender when they choose a child to sponsor.
- If you like, you can make a scrapbook of correspondence and photos from your own sponsored child so people get a feel for the sponsorship experience.

How to Sign Up for Sponsorship

Each picture folder contains a tear-off card with all the information the new sponsor needs to fill out. Once they choose a child to sponsor, they should:

- Complete the information on the card and tear it out. Payment options include credit card, bank payment, or check. A voided check can be enclosed for automatic bank payments.
- Seal the card in a sponsorship envelope and return it to the sponsorship table. The sealed envelopes will keep payment information secure.

Your church will then mail all the completed sponsorship envelopes to World Vision, using one of the large business reply envelopes you received.

IMPORTANT!

Because each picture folder represents a real child in need, **don't let anyone take a picture folder unless they actually sponsor that child and give the completed envelope to you or someone staffing the table.** Remember, you are the only person who has a picture folder for this sponsored child at this moment! If the picture folder goes missing, this delay can prolong how long it takes for that child to be sponsored.