

Detailed Timeline

This timeline will be used to guide the Satellite Fellowship ministry. It can be changed based on new information and ideas. The information in the “progress” column is dated as of the end of February, 2018. This is a work in progress.

Activity	“Due” date	Steps in activity	Progress	Progress, Revisions, Notes
FALL 2017 Information Gathering			❖ (in process) ✓ (done)	
1-Gathering of Team	Sept. 2017	<p>Pastor Fred announced the development of a team to look at live streaming services to develop fellowships up the Copper Trail, and invited interested people to attend. Our team was formed and named.</p> <p>Engage Consultant to guide our work</p>	<p>✓</p> <p>✓</p>	<p>Team name – Satellite Task Force</p> <p>Engaged Don Nations as consultant</p>
2-Creating groups in the Team with specific tasks to accomplish each month – report to team monthly	Begin to form in Oct. 2017	<p><u>Website Group</u> – Evaluate and revise our Vista Website</p> <p>Point person = Valerie Hammons Other members from Task Force = Donna, Gale Shoulder tap = Pam Holder</p> <p><u>Technology/Worship Service Group</u> – Coordinating the Live Stream, slides, and worship service</p> <p>Point person = Donna Boring Other members from Task Force = Cliff Shoulder tap = Clark Simonds, Jay Hall, Bill Daniels, Pam Holder, Paul Oelrich, Nancy Yob, Teresa Sanders, Marshall Sanders</p> <p><u>Informing our church Group - Planning All Church Luncheon Meeting on Feb. 11</u></p> <p>Point person = Joyce Holman Shoulder tap = Dolores Brindle, Barbara Sherman, Dixie Ayers</p> <p><u>Chat Hosts and Prayer Hosts Group</u> – developing chat host training and application</p>	<p>❖</p> <p>❖</p> <p>✓</p>	

		<p>Point person = Gale Hall Other members from Task Force = Jim Shoulder tap = Karen Rice</p> <p><u>Marketing with Questionnaire Group</u> – Developing the questionnaire, use Survey Monkey – developing cover letter for survey</p> <p>Point person = Barbara Sorensen Other members from Task Force = Cliff Shoulder tap =</p> <p><u>Fellowship Planting Group</u> – Fred will identify and gather people for this – look at Lay Training opportunities with the conference</p> <p>Point person = Fred Baum Other members from Task Force = Joyce Shoulder tap =</p> <p><u>Marketing in the Surrounding Community Group</u> - Identifying and developing marketing materials for Oro Valley, Catalina, and the Copper Trail</p> <p>Point person = Other members from Task Force = Shoulder tap =</p> <p><u>Fellowship Planting Community Group</u> – Connecting with community leaders in fellowship community; participating in and sponsoring community events; identifying, preparing, and opening the worship site. Engaging a Vista Mobile?</p> <p>Point person = Other members from Task Force = Shoulder tap =</p> <p><u>Children/Youth Ministries Group</u> - developing ministries for children and youth online and in the community fellowship</p> <p>Point person = Gale Hall Other members from Task Force =</p>	<p>❖</p> <p>January 2018</p> <p>❖</p> <p>March 2018</p> <p>March 2018</p> <p>March 2018</p>	
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		Valerie Shoulder tap = Kourtney		
3-Schedule time for an all-church meeting to involve people on the various committees of the online team. Have it on a Sunday after the service with food for lunch	Jan. 2018	Plan the logistics of the actual luncheon part. Plan the program	✓ ✓	Joyce called the meeting to decide on the logistics. Plans are unfolding. Gale and Sat. Team meet in Jan to plan program
4-Create chat host training	Oct – Dec 2017 <i>Revised time frame – start chat on Easter Sunday.</i>	Watch and participate in a live chat during a church service Review Life Church chat host blurbs Develop chat host application Develop chat host training Recruit chat hosts	✓ ✓ ❖ ❖ ❖	Jim, Gale, and Karen participated in the chat and reviewed chat host blurbs to modify for Vista. Karen will develop application Chat host training is in early stages of development
5. Consult with Vista youth about the social media that they use and how they use it – how to effectively apply this to our marketing.	Oct/Nov 2017	Meet with youth during Sunday School to get their input.	✓	Youth shared reasons they love Vista church and ideas on how to communicate those ideas to others their age.
6. Evangelism committee work on protocol for reaching out to online visitors – connect cards	Nov/Dec 2017	What will the procedures be to welcome new visitors online? Same as with campus visitors? Funds needed? Procedures? Connect card?	❖	Gale met with Evangelism team to ask them how they want to proceed with online visitors. Gale and Donna will

				draft Connect Card for review.
7. Visiting other online services for ideas of what works to engage online visitors during the actual service and throughout the week	Oct/Nov 2017	<p>Visit other online church services</p> <p>What other applications do we see being used that we want to explore?</p> <ul style="list-style-type: none"> -Online Bible -Babel (translates Bible into different languages) -Live chat -Live prayer -Contact cards – what to include -Ability to mute or remove someone from live chat -Ability to push out slides during the service that prompt a response from viewers 	❖	This will be ongoing.
8. Visiting the websites of these services and evaluating ease of browsing website	Nov/Dec 2017	<p>Visit websites of churches</p> <p>What ideas do we find that we want to explore?</p> <ul style="list-style-type: none"> -Small groups in church -Blogs -Discussions -Newsletters -Videos -Information for children and parents 	❖	This will be ongoing.
9. Develop questionnaire to get feedback from family and friends across country. What do various groups in the church want to know?	Oct/Nov.	Gather questions from Bill Daniels, Pastor Fred, Marshall Sanders	❖	
10. Looking at our service from the perspective of an online visitor – order of worship (right now there are things that would lose someone – for example, it is boring looking at baskets being passed around during offering; it takes a lot of time	Beginning in Nov/Dec 2017	<p>Input from our consultant</p> <p>Input from Task Force</p> <p>Taking information to Technology Group</p> <p>Adapting livestream to create the best experience</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>❖</p>	Technology team has decided that the way to move forward with the ideas being presented is with a script of the entire service. The Dec. 10 service highlighted

to get to the sermon) Changes that we make for an online experience will most likely enhance the experience of people on campus.				the importance of scripting transitions and thinking about using slides or other cut-aways during various parts of the live stream.
11. Developing our online Children's/Youth Ministry.	Nov 2017 – Feb. 2018	Based on current responsibilities of task force members, we will begin looking at this in March of 2018		Gale is creating examples of Book Bags for children. This will be connected to the fellowship planting group as well.
12. Identifying for everyone who it is that "owns" the various aspects of this ministry now and as it grows	Nov. 2017	Live Stream service technology video issues – Bil Daniels Audio - In-house and livestream – Marshall Sanders Copyright for music, slides, video, etc. during service – Valerie Permissions for children – Valerie Overseeing the Satellite Task Force - Gale	✓ ✓ ✓ ✓	
13. What do we want to livestream and how?	ongoing	-Rebroadcasted services that people "tune into" at different times during the week with live chat – develop a schedule to advertise -Archived tape of service with edits -Bookmarking chapters in the service for people to jump to (Children's Sermon, Sermon, etc.) Podcasts -What other events could we stream – Vacation Bible School? Church Conference meetings? Bible Study? Small group meetings?		

Early 2018 Preparation for Formal Vista Online Implementation				
14- Reviewing all the information gathered from visits to other churches online and their websites	Jan/Feb 2018	Done in the Website group and Technology group. Ideas shared at monthly Task Force meetings.	❖	
15. Tweaking our own online service and website based on lessons/ideas learned from these visits to online churches and websites	Early Feb. 2018	Technology Team implements ideas discovered in reviews. Website team chooses a format they like and decide on web hosting.	❖ ❖	
16. Inviting all small groups to luncheon/meeting	Jan. 2018	Gale will pop into the meetings of the various small groups throughout the month of Jan. to extend a personal invitation to the Feb. 11 luncheon/meeting. Think of how to engage online visitors in your group's ministries – brainstormed at meeting.	✓	
17. Research Survey Monkey to identify best way to gather information from our questionnaire	Jan. 2018		❖	
18. Applications for chat hosts available	Mid Jan – Feb. 12, 2018 April 2018	Applications first become available in April. They are then reviewed by the Chat Host group, recommendations made to Pastor Fred, and applicants approved.		
19. Using Survey Monkey to create the questionnaire.	Feb. 2018	Create questionnaire to be sent to friends and families at the end of Feb. and beginning of March using Survey Monkey. Questions will focus on our service and our website. (not the chat yet)	❖	
20. Develop marketing materials for Vista Online	March 2018	Formalize logo for Vista Online using suggestions from our consultant. Decide upon the kinds of marketing materials to be ordered (flyers, postcards, posters, placards, etc.) Purchase mailing lists for Oro Valley and Catalina communities		

		<p>Develop articles/ads for local newspapers</p> <p>Develop suggested Facebook posts to share with congregation</p> <p>Buying ads on Facebook</p>		
21.Lay ministry training	Feb. – Nov 2018	Fellowship planters attend various Lay Minister trainings provided by the Southwest Desert Conference with guidance from Pastor Fred.		
22.Pastor Fred's blogs	March 2018	Pastor Fred develops and posts regular blogs to engage online visitors and Vista members		
23.All-church luncheon/meeting on Feb. 11	Feb. 11, 2018	<p>- PPT on what we are and are not and FAQs</p> <p>-Each small group implements plan to engage people viewing from a distance in the ministries of their small group</p>	<p>✓</p> <p>❖</p>	
24.Exploring Fellowship site community events and calendar	Feb. 2018	<p>Research upcoming community events in which Vista church can participate</p> <p>Research calendar for (community and school district) to begin to identify dates to sponsor a community fun day</p> <p>Talk with Town Council, public school, child care, etc. about community events</p>		
25.Sending out our questionnaire to friends and family across the country	Feb. 25 and March 4 services	<p>Divide congregation alphabetically and ask first half to send out for <u>Feb. 25th</u> service – second half for <u>March 4th</u> service</p> <p>Reminders in church bulletin</p>		
26.Reviewing feedback	March 2018	Feedback from Survey Monkey reviewed, categorized, share at March Task Force meeting. Decisions made on what/how to implement feedback.		
27.Begin discussion of online children and youth ministries	March/April 2018	<p>Research materials already offered free through Life Church</p> <p>Create video Sunday School lessons</p> <p>Creation of Book Bags for lending to families in the target community (purchasing children's books, materials to carry out activities at home using the books)</p>		
28.Order and distribute marketing	Order in March 2018	Place order for marketing materials at beginning of the month.		

materials for Vista Online	Distribute at end of April 2018 for launch day of May 6	<p>Prepare bulk mailings</p> <p>Mail out marketing information to Oro Valley and Catalina communities</p> <p>Place Facebook ads</p> <p>Place newspaper ads</p> <p>Congregation share invitations to Vista Online via social media</p> <p>Launch day Oro Valley and Catalina is May 6. The next week is Mother's Day. What's the "hook"?</p>		
29.Chat host training	March/April 2018	Chat host training is implemented online using live streaming capabilities in the sanctuary. Chat hosts will get to practice with each other using the actual technology of the live stream. Training will be once a week for 2 hours during April and May.		
30.Chat hosting during Sunday live stream	April 2018	Develop a schedule in which 3 hosts are chatting each Sunday. Include continuity of at least 1 host for several weeks (perhaps 6) so there is a familiar presence in the chat room to returning visitors.		
31.Online engagement on Pastor Fred's 2 questions	April 2018	Develop a way for online guests to have a regular discussion about the 2 questions Pastor Fred ends his sermon with – What is God saying to you? What are you going to do?		
32.Plan schedule of events in fellowship community	March – Dec 2018	<p>Research and purchase of Vista Mobile</p> <p>Plan ways to participate in current fellowship community events and to sponsor events in the community. Create a calendar monthly of events. Plan, market, and carry out events in the community.</p> <p>Some ideas to explore:</p> <ul style="list-style-type: none"> -Blessing of the animals -Storytime with book bags lending library – regularly reoccurring -Creating cards to send to military -Community Fun Day -Creating Community Quilt to send to hurricane victims -Making PBJ sandwiches to give to homeless in Tuscon -Hands on children's museum -Art projects for children in hospital 		

		Gas card raffles – use sign in/contact information for drawings		
Mid 2018 Oro Valley and Catalina Launch – preparing for fellowship planting				
33.Launch date for Oro Valley and Catalina	May 6, 2018	Welcoming online guests to Vista – Making ministries of small groups at Vista available to people viewing from a distance		
34.Gathering of Community Leaders in fellowship community and choice of worship site	May 2018	Meet with community leaders in fellowship community regarding how Vista church can support the individuals, families, and the community – find out the strengths and challenges of the community from their point of view. Identify and engage a community partner in community for Sunday Morning Worship		
35.On-ite technology test in fellowship community	June 2018	Purchase Large Screen Smart TV for fellowship site. Carry out an on-site test of our technology fellowship site for 2 weeks to be evaluated by Bill Daniels Implement any tweaks to technology discovered as a result of the on-site technology test		
36.Developing marketing materials for Vista Online for fellowship site	June 2018	Make any adaptations to current marketing materials as needed Translate targeted materials into Spanish		
37.Identify information on Vista website to be provided in Spanish	June 2018	Translate targeted written materials into Spanish on website		
38.Market Vista Online to fellowship site	August 2018 (after public school begins)	Market for several months to build up a base of online visitors from fellowship site - use papers, radio, library, businesses, social media (Facebook, Twitter, Google, Pinterest, You-tube video)		
39.Purchase fellowship site equipment and materials	Sept. 2018	Materials for the church service as well as for storage		
40.Fellowship site fall festival	October 2018	Sponsor or participate in a community fall festival. Announce the		

		establishment of a Sunday morning worship site to begin in Dec. Provide invitations to a Community Viewing Forum in fellowship community with Vista online church planters and Pastor Fred.		
41. Community Viewing Forum	Nov. 2018	Have a Community Viewing Forum in community with fellowship planters and Pastor Fred. Target people from the community who have been attending Vista Online. Ask them to guide the development of the actual fellowship in their community. Serve lunch.		
42. Preparation of the fellowship site	Nov. 2018	Together with fellowship planters from Vista, fellowship community online visitors help set up the site for Sunday worship services.		
Dec. 2, 2018 First Sunday in Advent - Launch of the Fellowship Site				
43. Open the Vista Fellowship site.	Dec. 2, 2018	First Sunday in Advent		
YEAR 2 of the MINISTRY – Connecting and Engaging				
1. Vista fellowship and Vista campus brainstorm ways to engage and connect our congregations	Jan 2019	Ideas to explore: -Sharing personal stories of faith -Pen pals with children and youth in both congregations		
2. Small group engagement	Jan. 2019	Connect Vista fellowship members to the small groups they are interested in. This can be for participation from a distance or to develop their own groups at the fellowship site.		
3. Identify opportunities for combined campus and fellowship experiences at each site	Feb. 2019			
4. Identify mission opportunities that Vista campus can support at the Vista fellowship – plan and implement these ideas	Starting in Feb. 2019 and ongoing	Ideas include: IMPACT, supporting agencies already in the community, the public schools, child care, etc.		
5. Sharing photos and videos of	March 2019 and			

Vista events on campus and at the fellowship site	ongoing			
6.Evaluating Vista fellowship progress and continuing the ministry	March 2019	What are the next steps?		