

# Sample Timeline for Hosting the UTO Ingathering

## 1-2 months Prior to When You'd Like to Hold an Ingathering

- Meet with the clergy or parish leaders to schedule the Ingathering and a gratitude event as kick off to UTO season.
- Go over deadlines for newsletter submissions, bulletins, and announcements. Ask if you can have time at an adult forum to show some UTO videos.
- Schedule a follow up meeting to participate in planning the liturgy.
- Meet with Faith Formation leaders to share resources so the children can also fully participate in UTO events.
- Meet with the person responsible for your website and social media. Ask that UTO be added to the website as a ministry you participate in with information about your upcoming UTO events and ways to give online.
- If this isn't your first year having UTO in your congregation, you can also feature a grant site story from the Coordinators Newsletter in your parish newsletter each month so that people know where their money went in the previous years.

## First Sunday

- Gratitude Kick-Off Event - these can also be ongoing practices through UTO Sunday.
  - You can invite people to write words of gratitude on slips of paper which they can put into the offering plate. These can become paper chains to decorate for UTO Sunday.
  - You can invite people to bring in thank you cards for people at church that have made a difference in their lives.
  - You can host an appreciation Sunday, where church volunteers are thanked for their work, staff, clergy and their families are thanked for their contributions and people are encouraged to share a word of gratitude for the church.
- During the announcements, share the "Introduction" video from the Presiding Bishop, and let the congregation know that for the next two months, the congregation is going to participate in UTO and develop gratitude practices in perhaps a new way.
- Make sure an article about UTO was featured in your parish newsletter.

## Second Sunday

- Pass out UTO materials/packets:
  - Overview Brochure
  - Blue Box
  - Prayer Booklets or cards
  - Grant Brochures
- Using the announcements or bulletin, share with the congregation some basic information about UTO, including a grant site in your area.
- Share the "Notice" video at the announcements or coffee hour.

## Third Sunday

- Continue to have packets of UTO information available for those that want it.
- At the announcements, pass out tiles for one of the UTO + Illustrated Ministries coloring posters. Ask everyone to bring it back the following week (or email it to you) so you can put them all together as a banner.
- Share the "Give" video at the announcements or coffee hour.

## Fourth Sunday

- Continue to have packets of UTO information available for those that want it.

- At the announcements, let them know about the gratitude resources available, here are some options based on the time of year:
  - Anytime: Illustrated Ministries resources and journal
  - November: Gratitude Challenge, Turkey Boxes for kids
  - Lent: Gratitude Material, Countdown to Easter for kids
- Share the "Make" video at the announcements or coffee hour.

### **Fifth Sunday**

- Continue to have packets of UTO information available for those that want it.
- At the announcements, remind people about the resources.
- Share the "Bless" video at the announcements or coffee hour.

### **Sixth Sunday**

- Make sure an article about UTO was featured in your parish newsletter for the new month. This can even include the ability to make thank offerings as Christmas gifts through our annual Christmas Card project.
- Continue to have packets of UTO information available for those that want it and remind them of the formation resources.
- Share one of the videos about a grant site at the announcements or coffee hour so people can see the kinds of things their thank offerings support.
- Take over the parish social media for the month prior to the Ingathering/UTO Sunday. Feature a different person each day that the congregation is thankful for, ask people to share a work or thought of gratitude from the day or share the posts from the UTO social media sites.

### **Seventh Sunday**

- Continue to have packets of UTO information available for those that want it.
- At the announcements, this is a great time to talk about gratitude and any upcoming events or holidays. You can share resources from our website.
- Share one of the videos about a grant site at the announcements or coffee hour so people can see the kinds of things their thank offerings support.
- Continue your social media projects.

### **UTO Sunday**

- Special Liturgy
- Online donation options available, with the "I donated online" cards available
- Special Coffee Hour celebration
- If using the paper chains, or the poster, make sure these are displayed. If the children made special boxes (turkeys, bunnies, or color your own) ask that those have a place of honor as well.

### **Sunday After UTO Sunday**

- Send in your list of participants to the UTO office so we can send acknowledgement cards.
- Write a thank you note for the bulletins and the newsletter
- Update the website to reflect that while the UTO season is officially over in your congregation, practicing gratitude is a daily discipline, encourage them to keep using their Blue Boxes or donate online.
- Check in with your money counters or finance team to make sure the funds will be sent prior to December 15<sup>th</sup> so they can be counted in this year's Ingathering.

**Throughout the year:** remind people of the importance of practicing gratitude and make sure to find ways to have gratitude be a regular practice in your congregation. If you need ideas of how to do this, please let us know, we're happy to help!