

Sample Timeline for UTO: Gratitude then Giving

August/September

- 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 in October

- 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 throughout October. 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 for October.

Second Sunday in October

- 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 in October

- 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 in October

- Continue to have packets of UTO information available for those that want it.
- At the announcements, let them know about the resources for November (and where they can pick them up...either a journal for adults/young adults or the kit for families if you do not have a Sunday school.)

- Share the "Make" video at the announcements or coffee hour.

Fifth Sunday in October

- Continue to have packets of UTO information available for those that want it.
- At the announcements, let them know about the resources for November (and where they can pick them up...either a journal for adults/young adults or the kit for families if you do not have a Sunday school.)
- Share the "Bless" video at the announcements or coffee hour.

First Sunday in November

- Make sure an article about UTO was featured in your parish newsletter for November. 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.
- At the announcements, let them know about the resources for November (and where they can pick them up...either a journal for adults/young adults or the kit for families if you do not have a Sunday school.)
- 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 of November. 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.

Second Sunday in November

- Continue to have packets of UTO information available for those that want it.
- At the announcements, this is a great time to talk about UTO and Thanksgiving. You can share resources from our website to help families practice gratitude during their Thanksgiving celebration - from the prayers to use at home on Thanksgiving to some gratitude questions.
- 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.

Christ the King Sunday - 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 turkey boxes, ask that those have a place of honor as well.

First Sunday of Advent

- 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 15th 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!

Sample Timeline for Hosting the UTO Ingathering after Easter

Note: We've set up the Ingathering for two weeks after Easter, since oftentimes the Sunday after Easter is considered a "low Sunday". You also may need to vary the amount of lead up weeks depending on when Ash Wednesday falls.

January

- 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.

Sunday during Epiphany

- Gratitude Kick-Off Event - these can also be ongoing practices through UTO Sunday. Epiphany is a great time to talk about gratitude as a bearer of light in the world - a sign of Christ's love.
 - You can invite people to write words of gratitude on slips of paper which they can put into the offering plate throughout October. 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 for January/February.

Four Sundays Prior to Ash Wednesday

- 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.

Three Sundays Prior to Ash Wednesday

- 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.

Two Sundays Prior to Ash Wednesday

- Continue to have packets of UTO information available for those that want it.
- At the announcements, let them know about the resources for Lent (and where they can pick them up...either a journal for adults/young adults or the kit for families if you do not have a Sunday school.)
- Share the "Make" video at the announcements or coffee hour.

Sunday Prior to Ash Wednesday

- Continue to have packets of UTO information available for those that want it.
- At the announcements, let them know about the resources for Lent (and where they can pick them up...either a journal for adults/young adults or the kit for families if you do not have a Sunday school.)
- Share the "Bless" video at the announcements or coffee hour.

First Sunday in Lent

- Make sure an article about UTO was featured in your parish newsletter. This can be an invitation to join the UTO Lenten program for adults on social media or via text message.
- Continue to have packets of UTO information available for those that want it.
- At the announcements, let them know about the resources for Lent (and where they can pick up the kit for families if you do not have a Sunday school or sign up for the text alerts.)
- 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 Lent. Feature a different person each day that the congregation is thankful for or share the posts from the UTO social media sites.

Second Sunday in Lent

- Continue to have packets of UTO information available for those that want it.
- At the announcements, this is a great time to talk about UTO as a spiritual discipline. You can share resources from our website to help families practice gratitude during their Lenten journey - from the prayers to use at home to some gratitude questions.
- 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.

Third Sunday in Lent

- Continue to have packets of UTO information available for those that want it.
- At the announcements, this is a great time to talk about UTO as a spiritual discipline. You can share resources from our website to help families practice gratitude during their Lenten journey - from the prayers to use at home to some gratitude questions.
- 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.

Fourth Sunday in Lent

- Continue to have packets of UTO information available for those that want it.
- At the announcements, this is a great time to talk about how to practice gratitude during Holy Week (we'll have ideas in our Coordinators Newsletter to help).
- 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.

Palm Sunday and Easter Sunday

- Continue to have packets of UTO information available for those that want it.
- Since these are a special Sunday, you might not have the ability to share videos or make an announcement, but you will be able to demonstrate gratitude...thank the people who prepare the Palms, bring in food during Holy Week with a note of gratitude, work with a team to practice gratitude for all those leading worship this week (cookies for the choir, soup on Maundy Thursday, etcetera).
- Make sure to have reminders in the bulletins, newsletters, etcetera of the date of the Ingathering.

Third Sunday of Easter

- 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 rabbit boxes, ask that those have a place of honor as well.

Fourth Sunday of Easter

- 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 15th so they can be counted in this year's Ingathering, however, the sooner you can send it in the better.

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!