Annual timeline for a Chalice Lighter enrollment drive

In early September when you are creating the church calendar for the year, identify a Sunday to be for Chalice Lighter enrollment. Identify a ministry team to conduct the drive and provide the date and collect the materials and references you will need. Recruit a Chalice Lighter Ambassador from the team to be put in touch with the Regional staff person for Chalice Lighters, Andrea Lerner ([alerner@uua.org](mailto:alerner@uua.org)).

One month before the date, ask Cristina Sanchis ([csanchis@uua.org](mailto:csanchis@uua.org)) to send a list of current Chalice Lighters to the ministry team leader. A team member checks the list against name badges that have Chalice Lighter stickers on them. Those on the list that have no sticker should get one. Those with a sticker but not on the list should be noted and solicited as to whether they were no longer on the list by accident and, if so, offer to re-instate them as Chalice Lighters. This is necessary, since people often miss an email asking them to send in their pledge and are dropped from the rolls – they are happy to be re-instated.

Two weeks before, write newsletter articles and Order of Service articles explaining Chalice Lighters and soliciting enrollment. Examples are available. These should be placed for the two weeks prior to Chalice Lighter Sunday.

One week prior, review Chalice Lighter Sunday plans with the senior minister. Present draft of 3-minute speech to solicit enrollment on Chalice Lighter Sunday services.

Provide an insert for the Chalice Lighter Sunday Order of Service. It should summarize the value of enrolling, what is achieved by the Chalice Lighter grants, and should include an enrollment form to use, either at the service or online at home (preferably at the service). It is useful to have current Chalice Lighters stand, both to thank them and identify them to others who might have questions. This conveys the idea that Chalice Lighters is a substantial program in your congregation and should be considered since other members belong and identify with it.