



Attachment O: Potential Volunteer Roles for Capital Campaign

Campaign Cabinet (Steering Committee)

This Campaign Cabinet is comprised of key parish staff, parish and school leaders, the leads of the various committees, and the Campaign Development Consultant. The Cabinet would likely meet every other month or quarterly and be coordinated by the Director of Stewardship and Development and Campaign Development Consultant.

Co-Chairs

Co-Chairs, along with Visitation's Pastor serve as the public face of the campaign. Their roles are integral to the success of the campaign as they focus on the cultivation and solicitation of top donors. The Co-Chairs offer general guidance and direction to the campaign with minimal administrative responsibilities. Their presence is needed at key campaign meetings and select parish gatherings on an as-needed basis. Campaign Co-Chairs also serve as the leaders of the Campaign Cabinet.

Honorary Chairs

Honorary Chairs do not have the duties and responsibilities of a working chairperson. As ambassadors of the Visitation Parish and School communities, the Honorary Chairs lend credibility and help to promote the campaign within the community and beyond. They lend their names and testimonials to campaign collateral and, when appropriate and possible, attend campaign events and activities.



Management Team

To keep the campaign on track and moving forward, the Management Team meets regularly to review the campaign timeline, plans, and details. The Management Team would likely meet twice monthly and, on occasion, be joined by the Pastor, Campaign Co-Chairs, or other campaign volunteers, as needed.

Campaign Volunteer Teams

Major Gifts Team

Well-respected leaders and influencers in the Visitation community would be recruited by honorary chairs, campaign co-chairs, or staff to lead this committee. They would assume responsibility for identifying, cultivating, and soliciting campaign contributions that exceed \$100,000. With support of the Management Team, this committee would be active in the early stages of the campaign.

School Gifts Team

The Honorary Chairs, Campaign Co-Chairs, or Staff would help identify and recruit recognized leaders within the Visitation School community to lead the cultivation and solicitation of their peers for gifts between \$10,000-\$100,000. These teams, supported by the Management Team, would be active in the early stages of the campaign.

Parish Gifts Team

The Honorary Chairs, Campaign Co-Chairs, or Staff would help identify and recruit recognized leaders within the Visitation Parish community to lead the cultivation and solicitation of their peers for gifts between \$10,000-\$100,000. These teams, supported by the Management Team, would be active in the early stages of the campaign.



Parish Campaign Volunteers Team

Organizations that engage a large and diverse cross-section of members experience the greatest success on their capital campaigns. Parish volunteers can support and energize the campaign by lending their time and talents to various committees. Committees include Prayer, Hospitality, Stewardship, Communications, etc. These committees each have a Lead Volunteer to coordinate the needed campaign activities.

Institutional Gifts

Parishes and schools can look beyond their own community for funding opportunities from private foundations or other organizations that support capital endeavors. The Campaign Development Counsel leads this effort with a contracted grant writer. The Campaign Cabinet or others in the parish may be consulted with regard to personal connections to potential funders.

Follow-Up Team

This team ensures that all parishioners and school families have an opportunity to contribute and participate in the campaign. Most of their work is toward the end of the campaign and in collaboration with the Management Team. Their activities that may include overseeing a phone campaign, a direct mailing, or other outreach to ensure everyone in the community has an opportunity to support the campaign in some way – through prayer, their time, talents, or financial resources.