

Easter Checklist



Theme

What type of theme can we use to connect Scripture, spiritual needs, and visual elements?

- Choose the sermon's main scripture passage
- Identify relevant sermon illustrations
- Determine a service theme that aligns with the message
- Commission Easter theme branding and graphic design for sermon slides, social media graphics, etc. (Check out free resources from [LifeChurch](#) or choose pre-made options from [Ministry Pass](#), [Pixel Preacher](#), or [Twelve:Thirty Media](#))



Promotion

How will we inform potential online and/or in-person attendees and equip our people to promote and invite?

- Digital and/or physical promotion and inviting plan – social media, advertisements, virtual invite cards, flyers, etc.
- Update website with Easter service details – service times, health measures, kid's ministry information, etc.
- Easter email campaign – emails for various segments in your church (general guests, regular attenders, volunteers, etc.) with what they need to know for Easter



Church Service

Which details and decisions do we need to confirm and who needs to be informed?

- Confirm service times
- Determine the order of service
- Choose a streaming, video, or conference call service
- Plan and record announcements (if applicable)
- Brief volunteers or staff on the service plan and expectations
- Confirm music selections and check copyright clearances
- Create a digital connection card
- Identify volunteers or staff to monitor virtual service chat or emails (if applicable)
- Set up a practice service to test equipment and software

Easter Checklist



Giving

How will we connect our offering time with our mission and intentionally emphasize the importance of giving?

- Establish offering details: who will introduce the offering, what the giving options are, etc.
- Set up an online giving platform
- Create a plan to emphasize online giving during service
- Confirm that online giving is prominent on the church website
- Check the mobile-friendliness and efficiency of the online giving option



Follow-up

How will we follow up with important groups in our church in a personal way that appreciates them and offers clear next steps?

- Plan for sharing the recording of the service (if applicable)
- Communication plan to follow up with guests
- Plan to show appreciation for volunteers/staff
- Plan to follow up with new believers
- Plan to follow up with givers

notes