

## Daily Tasks

### Monday

- Check mail (church's and Judi Stephens')
- Check offering box
- Process and Deposit Offering
- Print online giving report for the last 7 days
- Send contributions report to financial group list in email and print a copy to file with contribution records
- Take USB thumb drive to radio station
- Input Sunday School attendance information
- Process visitor information and mail cards/letters of thanks for attendance
- Pour water down bathroom drains (this can be transferred to Nelson)
- Check plant to see if it needs watering (this can be transferred to Nelson)
- Take Judi's mail to her and mail off what she needs mailed pick up previous week's Kids Praise Packs

### Tuesday

- Check mail
- 9am staff meeting/prayer
- Start preparing: bulletins, slides, Proclaim Program
- Prepare birthday cards for the upcoming week to mail
- Contact (phone and/or card/note) people who haven't been here in a while to make sure they don't need anything and tell them we've been missing them.

### Wednesday

- Check mail
- Prepare and print checks for weekly bills to have ready to sign for deacons/Ruth Ann at weekly Wednesday night Bible Study
- Send weekly Accounts Payable Report to financial group list in email and print a copy to attach to the front of the check for reference
- Prepare and Print Bulletins (Currently 46 in number: 5 to send to shut-ins, 40 on front counter and 1 to keep in file)
- Email copy of bulletin to "bulletin" list in email
- Write short personal notes to include in bulletins mailed to shut-ins and have them ready to mail for Thursday.

- Prepare announcement slides for Proclaim
- Send announcement slide MP4 to Daniel
- Enter songs, scripture reading and announcements into Proclaim.
- Replenish visitor bags
- Prepare Kids Praise Pack supplies for Judi to assemble (10 per week)

## **Thursday**

- Check mail (Church's and Judi Stephens)
- Check offering box
- Mail mail: bills, cards and bulletins with notes to shut-ins
- Pay local bills in person (water, phone, Lumber King, etc.)
- Enter Sermon Slides into Proclaim Program and finalize Proclaim Program to be ready for Sunday morning worship service.
- Take Judi her mail along with Kids Praise Pack kit contents for her to assemble
- Put Sunday School Attendance Folders in Sunday School classrooms.

## **Monthly**

- Include monthly giving (list with amounts in Accounts payable folder taped to the inside front) 3<sup>rd</sup> week of the month in the checks that are printed for bills.
- Include Cooperative Program (10% of General Fund contributions for the month) after the last Sunday of the month in the checks that are printed for bills.
- Update Sunday School attendance sheets for the corresponding months.
- Update Nelson's cleaning list for each corresponding month and give it to him.

## **Quarterly**

- Assist the Pastor in Preparing for the Quarterly Church Business Meetings by printing off Agenda, previous minutes and other documents as needed. Also, prepare Business Meeting Notes for each business meeting. File Business Meeting Minutes in binder (\*same process for Special Called Business Meetings)

## **Annually**

- Prepare (mail if needed) annual contribution reports for the year for donors' taxes
- Annual Church Profiles for both Kentucky and Tennessee
- Move financial records from 2 years prior to storage (have current year and previous year available in office files)

- Manage an update Christmas card lists
- Three State Missions funds: Lottie Moon at Christmas, Eliza Broadus (September) and Annie Armstrong at Easter
- Operation Christmas Child

### **As Needed**

- Maintain needed supplies for daily operations. Order supplies as needed (list of vendors in Quick Reference Binder) ( Office, kitchen, janitorial, coffee bar, etc.)
- Change weeks on Retirement Contributions for Pastor in Guide Stone ( 4 weeks/ month-5 weeks/month). This needs to be completed after the 5<sup>th</sup> of the month when the retirement contribution is taken out.
- Update Google Calendar to reflect accurate information on birthday, anniversaries, church activities, meetings, etc.
- General filing maintenance to keep office organized.
- Answer phone calls, respond accordingly.
- Manage and respond to email and postal mail
- Send cards (sympathy, thinking of you, get well, etc.) a
- Order bereavement gifts for church members/ families
- Manage benevolence requests and refer to appropriate agencies for assistance.
- Manage and update Membership and Visitors in lists
- Prepare and send out One Calls -update contact list for One Calls