

Tasks to Be Done at the Minetto United Methodist Church • Page 1 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Frequency						Done by			Notes / Names	
		Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy		Lay
1												
2	Administration											
3	Addresses, Maintain master list of names & Announcements for bulletin & newsletter,									√		Secretary, Gail Eddy
4	Collect		√							√		Secretary, Gail Eddy
5	Bulletin, Type		√					√	√			Pastor
6	Bulletins & inserts, Copy & fold		√					√		√		Secretary, Gail Eddy Pastor & Secretary, Gail Eddy
7	Calendar outside office, Maintain master wall							√	√	√		Eddy
8	Chimes, Adjust							√			√	Steven Salisbury Head usher, Rick VanPatten
9	Clock at back of sanctuary, Wind wall		√								√	VanPatten
10	Copier maintenance with FTS, Fulton, Schedule							√		√		Secretary, Gail Eddy
11	Filing system, Organize & maintain office							√		√		Secretary, Gail Eddy Historian, Grace Raes, Tom Putnam, Fred Dumas
12	Historical records & materials, Organize, maintain, & safeguard							√			√	Dumas
13	Hymn & psalter numbers on board in sanctuary, Post		√					√		√		Secretary, Gail Eddy
14	Mail, pick up at Minetto PO Box 217	√							√			Pastor
15	Membership records, Maintain							√			√	Membership Secretary, Pastor, Daryl Martin
16	Name tags, Make							√			√	Vernon Tryon
17	Office hours, Maintain agreed-upon	√							√	√		Pastor & Secretary, Gail Eddy
18	Phone messages, Listen to & respond or redirect	√							√	√		Pastor & Secretary, Gail Eddy

Tasks to Be Done at the Minetto United Methodist Church • Page 2 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
19	Plan with sufficient lead time to accommodate implementation & publicity							√	√		√	Leaders of events
20	Progress of planned activities, Monitor							√	√		√	Leaders of events
21	Publicity, posters, & advertising for pastor's responsibilities, Prepare							√	√	√		Pastor & Secretary, Gail Eddy
22	Purchasing agent (use tax exemption 105014)										√	Vernon Tryon
23	Reports to Council on Ministries, Church Council, & Church/Charge Conference meetings, Make regular							√	√		√	Leaders of events
24	Statistical report to Conference, Compile & submit								√			Pastor
25	Supplies & communicate needs to Vernon Tryon (343-9692) as needed, Maintain want list of needed									√		Secretary, Gail Eddy
26												
27	Council on Ministries											
28	Agenda, Prepare meeting			√							√	Council on Ministries, Pastor or Vice Chair
29	Bulletin boards, Schedule teams for changing			√			√				√	Council on Ministries, Pastor or Vice Chair
30												
31	Worship and Music											
32	Acolytes for each worship & special service, Schedule & train							√			√	Altar & Memorials Committee chairperson, Mary Cipra
33	Attendance number in hallway, Post church		√								√	Head Usher, Rick VanPatten
34	Attendance pads & replenish pencils and materials in pew racks, Manage		√								√	Worship & Music Team: Mary Lou Carpenter-Bjorkman

Tasks to Be Done at the Minetto United Methodist Church • Page 3 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
35	Banners as directed by pastor or Worship & Music Team						√				√	Vernon Tryon, Rick VanPatten
36	Bulletin order of worship content, Prepare		√					√	√			Pastor
37	Christmas tree, Initiate & enlist volunteers to set up & take down					√					√	Worship & Music Team: Mary Lou Carpenter-Bjorkman
38	Joy of Christmas bulletins, Compose, copy, & fold					√				√		Secretary, Gail Eddy
39	Joy of Christmas program, Plan & produce					√					√	Mary Cipra
40	Lights on & off, Turn sanctuary & round window		√					√			√	Head Usher, Rick VanPatten
41	Music for anthems, processions, recessions, Select & purchase							√			√	Director of Music, Mary Lou Carpenter-Bjorkman
42	Newsletter, Write articles about worship services for			√					√			Pastor
43	Organ and pianos, Arrange maintenance of							√			√	Mary Cipra
44	PA system, Set up, turn on, adjust, & turn off		√					√			√	Head Usher, Rick VanPatten
45	Paraments & banners, Change sanctuary										√	Vernon Tryon, Rick VanPatten
46	Pastor's Discretionary Fund & invite contributions, Remind congregation of			√					√			Pastor
47	Pastor's Discretionary Fund contributions, first Sunday of month, Set out baskets for			√							√	Head Usher, Rick VanPatten
48	Plans for worship services, including themes, sermon topics, scriptures, hymns, anthems, Develop long-range					√			√		√	Pastor & Director of Music: Mary Lou Carpenter-Bjorkman
49	Scripture readers of scripture to be read each Sunday, Notify									√		June Tryon

Tasks to Be Done at the Minetto United Methodist Church • Page 4 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
50	Sermons, Prepare & deliver								√			Pastor
51	Ushers, Recruit & train							√			√	Head Usher, Rick VanPatten
52	Water in pulpit, Put glass of drinking		√								√	Marie Smith
53	Scripture, Schedule people to read			√							√	June Tryon
54												
55	Special services, sacraments											
56	Baptisms, Make plans & arrangements for							√	√			Pastor
57	Children's message in worship service, Provide a		√						√			Pastor, Betty Dingman
58	Funerals, Make plans & arrangements for							√	√			Pastor
59	Weddings, Make plans & arrangements for							√	√			Pastor
60												
61	Christian education, all ages											
62	Background checks, Order							√			√	Pastor/Staff Parish Relations Committee chair, Deborah Daby
63	Bible studies for adults, Conduct					√			√			Pastor
64	Church school teachers, Recruit & train							√			√	Education team leaders, Wynnette Dohse & Becky Craig
65	Clipboard materials for children, Maintain supply of							√			√	Worship & Music Team: Mary Lou Carpenter- Bjorkman
66	Confirmation class, Plan & conduct							√	√			Pastor
67	Women's Fellowship studies for women, Arrange & conduct			√							√	June Tryon
68	New member instruction, Plan & conduct							√	√			Pastor

Tasks to Be Done at the Minetto United Methodist Church • Page 5 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
69	Rally Day, Make plans to publicize & conduct					√					√	Education team leaders, Wynnette Dohse & Becky Craig
70	Safe sanctuaries policy, Administer							√			√	Pastor/Staff Parish Relations Committee chair, Deborah Daby
71	Safe sanctuaries records & materials, Process							√		√		Deborah Daby
72	Studies of contemporary topics, Conduct							√	√			Pastor
73												
74	Trustees, property, maintenance											
75	Access to service people as needed, Provide building							√			√	Trustees: Rick VanPatten
76	Boiler log, Maintain							√			√	Trustees: Rick VanPatten
77	Borrowed tables, chairs, etc., Keep records of							√		√	√	Trustees: Rick VanPatten
78	Building use, Handle reservations for							√			√	Trustees chair, Rick VanPatten
79	Calendar, Enter reserved dates for building use on master							√	√	√	√	Pastor, Secretary, Gail Eddy, or Trustees chair, Rick VanPatten
80	Custodial supplies & equipment, Maintain							√			√	Trustees: Michael Hardesty or designee
81	Custodian, Supervise work of							√			√	Trustees: Michael Hardesty or designee
82	Forms, Maintain supply of trustee							√		√	√	Trustees: Michael Hardesty or designee
83	Heat on at 6:30 A.M., Turn sanctuary								√			Pastor
84	Keys for church, parsonage, & post office, Issue, retrieve, & maintain record of							√			√	Trustees: Michael Hardesty or designee

Tasks to Be Done at the Minetto United Methodist Church • Page 6 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
85	Lawn care & snow removal, Check for needed							√			√	Trustees: Michael Hardesty or designee
86	Locking & unlocking of building, Oversee the							√	√		√	Trustees: Michael Hardesty or designee
87	Records related to responsibilities, Maintain							√			√	Trustees: Michael Hardesty or designee
88	Repair & maintenance, Check buildings for needed							√			√	Trustees: Michael Hardesty or designee
89	Repairs & purchases, Secure estimates for proposed							√			√	Trustees: Michael Hardesty or designee
90	Sign current, Keep church							√			√	Trustees: Michael Hardesty or designee
91	Sign, Set up portable							√			√	Leaders of events
92	Tools & machines used for property maintenance, Maintain							√			√	Trustees: Michael Hardesty or designee
93												
94	Finance and Stewardship											
95	Audit of financial records, Arrange for						√				√	Finance & Stewardship Committee: Vernon Tryon
96	Budget, Develop annual						√				√	Finance & Stewardship Committee: Vernon Tryon
97	Counters, Develop schedule of			√							√	Tryon Vernon Tryon
98	Counters, Train							√			√	Finance & Stewardship Committee chair, Vernon Tryon
99	Current expense receipts in hallway, Post		√								√	Counters, Scheduled
100	Expenditures, Pay, record, report							√			√	Treasurer, Dennis Dumas

Tasks to Be Done at the Minetto United Methodist Church • Page 7 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snlly	As needed	Min	Secy	Lay	Notes / Names
101	Income & expenditures, Monitor			√							√	Finance & Stewardship Committee: Vernon Tryon
102	Income from all sources, Receive, record, deposit, report		√					√			√	Financial Secretary, Marilyn Stephens
103	Newsletter, Prepare report for			√							√	Finance & Stewardship Committee chair, Vernon Tryon
104	Receipts on tally sheet, Count & record		√					√			√	Counters, Scheduled
105	Reimbursement policy, Adhere to							√	√	√	√	All persons who incur church expenses
106	Reports of parishioners' giving, Provide					√		√			√	Financial Secretary, Marilyn Stephens
107	Stewardship campaign, Plan and organize					√					√	Finance & Stewardship Committee: Vernon Tryon
108												
109	Altar and memorials											
110	Altar servers, Training & written procedures for						√				√	Altar & Memorials Committee: Mary Cipra
111	Altar, Schedule people to care for			√							√	Altar & Memorials Committee: Mary Cipra
112	Candles, Maintain supply of							√			√	Altar & Memorials Committee: Mary Cipra
113												
114												
115	Communion cups, Maintain supply of							√			√	Altar & Memorials Committee: Mary Cipra
116	Communion elements & place on altar, Prepare			√							√	Altar attendants, Scheduled: Mary Cipra

Tasks to Be Done at the Minetto United Methodist Church • Page 8 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
117	Dossal curtain and parament colors, Change							√			√	Vernon Tryon, Rick VanPatten
118	Flowers on altar, Obtain & place		√								√	Altar attendants, Scheduled: Mary Cipra
119	Memorial flowers for Easter & Christmas, Handle arrangements for						√				√	Altar & Memorials Committee chairperson, Mary Cipra
120	Memorial flowers to insert in bulletin, Provide list of						√				√	Altar & Memorials Committee chairperson, Mary Cipra
121	Memorial records & correspondence, Handle							√			√	Altar & Memorials Committee, Jean Kingsley, Mary Cipra
122	Palm buds for Palm Sunday, Arrange for					√					√	Altar & Memorials Committee: Mary Cipra
123	Rose buds for new babies, Obtain & place							√			√	Altar & Memorials Committee: Mary Cipra
124												
125	Nurture, Care, & Health											
126	Blankets, Maintain supply of baptismal							√			√	Gloria Bickel
127	Coffee hour hosts, Recruit & schedule			√							√	Nurture & Care Team
128	Coffee hour, Make coffee for		√								√	Marie Smith
129	Funeral luncheons, Arrange for							√			√	Nurture & Care Team
130	Newsletter, Write articles about nurture & care services for			√							√	Nurture & Care Team leaders
131	Nursery attendants, Recruit, train, & schedule							√			√	Lynnette DePoint
132	Pillows as needed, Make & deliver comfort							√			√	Gloria Bickel
133	Prayers & Squares program, Plan & conduct							√			√	Gloria Bickel
134	Shut-ins at least bimonthly, Visit							√	√		√	Nurture & Care Team
135	Shut-ins, Make and deliver gifts to						√				√	Nurture & Care Team

Tasks to Be Done at the Minetto United Methodist Church • Page 10 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
155	Christmas gift, Make arrangements for pastor's Traveling at church expense, Secure advance					√						Pastor/Staff Parish Relations Committee: Deborah Daby
156	approval of P/SPRC before							√	√			Pastor
157												
158	Newsletter											
159	Articles, Gather newsletter			√						√		Secretary, Gail Eddy
160	Bulk mailing newsletter, Sort, label, & fill out form for			√						√		Secretary, Gail Eddy
161	Bulletin insert, Submit reminder notice for newsletter articles in			√						√		Secretary, Gail Eddy
162	Calendar for upcoming month for newsletter, Collect information for			√						√		Secretary, Gail Eddy
163	Calendar for upcoming month for newsletter, Compose			√						√		Secretary, Gail Eddy
164	Copies of newsletter, Make			√						√		Secretary, Gail Eddy
165	Front page of newsletter, Copy			√						√		Secretary, Gail Eddy
166	Mailing labels for newsletter, Print			√						√		Secretary, Gail Eddy
167	Mailing labels to front page of newsletter, Affix			√						√		Secretary, Gail Eddy
168	News items and meeting dates, Ask leaders for			√						√		Secretary, Gail Eddy
169	Newsletter, Compose body of			√						√		Secretary, Gail Eddy
170	Newsletter, Write articles for			√					√		√	Pastor & church leaders
171	Newsletters, Collate			√						√		Secretary, Gail Eddy
172	Newsletters, Fold & tape			√						√		Secretary, Gail Eddy
173	Post Office, Deliver newsletters to Minetto			√						√		Secretary, Gail Eddy
174	Worship assistants page for newsletter, Compose			√						√		Secretary, Gail Eddy

Tasks to Be Done at the Minetto United Methodist Church • Page 11 of 12 • Last Revised 1/28/15

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
175	Newsletter, Send PDF copy to web master, Vernon Tryon											Secretary, Gail Eddy
176	Newsletter, Post on church website and send email notification to parishioners											Vernon Tryon
177												
178	Rummage Sale, Semiannual											
179	Goods for sale, Invite contributions of items & baked							√			√	
180	Items for sale, Set up & arrange							√			√	
181	Luncheon, Enlist group to prepare & serve							√			√	
182	Prices, Set							√			√	
183	Volunteers to work, Enlist							√			√	
184												
185	Harvest Turkey Dinner, Annual											
186	Carry-out diners, Serve						√				√	
187	Contributions of money & pies, Invite						√				√	
188	Cook food at church						√				√	
189	Dining room, Serve diners in						√				√	
190	Drive-thru & signage, Set up						√				√	
191	Drive-thru, Serve diners in						√				√	
192	Equipment, publicity, Reserve						√				√	
193	Inform & train workers as needed						√				√	
194	Pies, Cut & package						√				√	
195	Prepare food for cooking						√				√	
196	Publicity, tickets, instructions, Prepare						√				√	
197	Roast turkeys in homes, Arrange for people to						√				√	
198	Schedule work groups to prepare & cook food						√				√	
199	Supplies, materials, Order & purchase						√				√	
200	Turkeys in homes, Roast						√				√	
201	Turkeys, Carve & slice						√				√	

