

Tasks to Be Done at the Minetto United Methodist Church • Page 1 of 18 • Last Revised 3/27/10

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, Diane Webster
4	Collect		√							√		Secretary, Diane Webster
5	Bulletin, Type		√					√	√			Pastor
6	Bulletins & inserts, Copy & fold		√					√		√		Secretary, Diane Webster Pastor & Secretary,
7	Calendar outside office, Maintain master wall							√	√	√		Diane Webster
8	Chimes, Adjust							√			√	Steven Salisbury Head usher, Rick
9	Clock at back of sanctuary, Wind wall		√								√	VanPatten
10	Copier maintenance with FTS, Fulton, Schedule							√		√		Secretary, Diane Webster
11	Filing system, Organize & maintain office							√		√		Secretary, Diane Webster Historian, Grace Raes,
12	Historical records & materials, Organize, maintain, & safeguard							√			√	Tom Putnam, Fred Dumas
13	Hymn & psalter numbers on board in sanctuary, Post		√					√		√		Secretary, Diane Webster
14	Mail, pick up at Minetto PO Box 217	√							√			Pastor Membership Secretary,
15	Membership records, Maintain							√			√	Diane Webster, Dawn Hart
16	Name tags, Make							√			√	Vernon Tryon

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17	Office hours, Maintain agreed-upon	√							√	√		Pastor & Secretary, Diane Webster
18	Phone messages, Listen to & respond or redirect	√							√	√		Pastor & Secretary, Diane Webster
19	Plan with sufficient lead time to accommodate implementation & publicity							√	√		√	LEADERS OF EVENTS. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel, Carl Salisbury
20	Progress of planned activities, Monitor							√	√		√	LEADERS OF EVENTS. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel, Carl Salisbury
21	Publicity, posters, & advertising for pastor's responsibilities, Prepare							√	√	√		LEADERS OF EVENTS. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
22	Purchasing agent (use tax exemption 105014)										√	Leaders of events. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel
23	Reports to Chapter, Church Council, & Church/Charge Conference meetings, Make regular							√	√		√	Leaders of events. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel
24	Statistical report to Conference, Compile & submit								√			Leaders of events. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel
25	Supplies & communicate needs to Vernon Tryon (343-9692) as needed, Maintain want list of needed										√	Leaders of events. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel
26												
27	Chapter											

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
28	Agenda, Prepare meeting			√							√	Chapter Convener, Randy Dohse
29	Bulletin boards, Schedule teams for changing			√			√				√	Chapter Convener, Randy Dohse
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
35	Banners as directed by pastor or Worship & Music Team, Change sanctuary paraments &						√				√	Vernon & June Tryon, Rick VanPatten, Duane & Marilyn Stephens
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, Diane Webster
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, processional, recessional, Select & purchase							√			√	Director of Music, Mary Lou Carpenter-Bjorkman

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
61	Christian education, all ages											
62	Background checks, Order							√			√	Pastor/Staff Parish Relations Committee chair, Frank Bickel
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	First Tuesday studies for women, Arrange & conduct			√							√	June Tryon
68	New member instruction, Plan & conduct							√	√			Pastor
69	Rally Day, Make plans to publicize & conduct					√					√	Education team leaders, Wynnette Dohse & Becky Craig
70	Safe sanctuaries policy, Administer							√			√	William Martin
71	Safe sanctuaries records & materials, Process							√		√		Secretary, Diane Webster
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

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
78	Building use, Handle reservations for							√			√	Trustees chair, Rick VanPatten
79	Calendar, Enter reserved dates for building use on master							√	√	√	√	Pastor, Secretary, Diane Webster, or Trustees chair, Rick VanPatten
80	Custodial supplies & equipment, Maintain							√			√	Trustees: Rick VanPatten
81	Custodian, Supervise work of							√			√	Trustees: Rick VanPatten
82	Forms, Maintain supply of trustee							√		√	√	Trustees: Rick VanPatten
83	Heat on at 6:30 A.M., Turn sanctuary								√			Pastor
84	Keys for church, parsonage, & post office, Issue, retrieve, & maintain record of							√			√	Trustees: Rick VanPatten
85	Lawn care & snow removal, Check for needed							√			√	Trustees: Rick VanPatten
86	Locking & unlocking of building, Oversee the							√	√		√	Trustees: Rick VanPatten
87	Records related to responsibilities, Maintain							√			√	Trustees: Rick VanPatten
88	Repair & maintenance, Check buildings for needed							√			√	Trustees: Rick VanPatten
89	Repairs & purchases, Secure estimates for proposed							√			√	Trustees: Rick VanPatten
90	Sign current, Keep church							√			√	Trustees: Rick VanPatten

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
												LEADERS OF EVENTS. Wynnette Dohse, Becky Craig, Jean Kingsley, Diana Rockhill, Lynn Hawksby, Daryl Martin, Mary Lou Carpenter-Bjorkman, Frank Bickel, Carl Salisbury
91	Sign, Set up portable							√			√	
92	Tools & machines used for property maintenance, Maintain							√			√	Trustees: Rick VanPatten
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			√							√	Lucille Becksted
98	Counters, Train							√			√	Finance & Stewardship Committee chair, Vernon Tryon

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
99	Current expense receipts in hallway, Post		√								√	Mary Cipra, Lucille Becksted, Linda Resché, Mary Lou Carpenter-Bjorkman, Daryl Martin, William Martin, Earl Miner, Tim Page, Nancy Prarie, Steven Salisbury, Sue Ann Simonson, kDuane Stephens, Marilyn Stephens, Vernon Tryon
100	Expenditures, Pay, record, report							√			√	Treasurer, William Rockhill
101	Income & expenditures, Monitor			√							√	Finance & Stewardship Committee: Vernon Tryon
102	Income from all sources, Receive, record, deposit, report		√					√			√	Financial Secretary, Diane Webster, Michelle LaVere
103	Newsletter, Prepare report for			√							√	Finance & Stewardship Committee chair, Vernon Tryon

No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
104	Receipts, Count		√					√			√	Mary Cipra, Lucille Becksted, Linda Resché, Mary Lou Carpenter-Bjorkman, Daryl Martin, William Martin, Earl Miner, Tim Page, Nancy Prarie, Steven Salisbury, Sue Ann Simonson, kDuane Stephens, Marilyn Stephens, Vernon Tryon
105	Reimbursement policy, Adhere to							√	√	√	√	All persons who incur church expenses
106	Reports of parishioners' giving, Provide					√		√			√	Financial Secretary, Diane Webster, Michelle LaVere
107	Stewardship campaign, Plan and conduct					√					√	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	Carillon, Change tapes in							√			√	Steven Salisbury
114	Clocks & carillon, Set time of							√			√	Steven Salisbury

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
115	Communion cups, Maintain supply of							√			√	Altar & Memorials Committee: Mary Cipra
116	Communion elements & place on altar, Prepare			√							√	Altar attendants, Scheduled: Mary Cipra
117	Dossal curtain and parament colors, Change							√			√	Vernon & June Tryon, Rick VanPatten, Duane & Marilyn Stephens
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 and Care											
126	Blankets, Maintain supply of baptismal							√			√	Gloria Bickel Nurture & Care Team:
127	Coffee hour hosts, Recruit & schedule			√							√	Jean Kingsley, Diana Rockhill
128	Coffee hour, Make coffee for		√								√	Marie Smith

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
129	Funeral luncheons, Arrange for							√			√	Nurture & Care Team, Jean Kingsley
130	Newsletter, Write articles about nurture & care services for			√							√	Nurture & Care Team leaders, Diana Rockhill & Jean Kingsley
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: Jean Kingsley, Diana Rockhill
135	Shut-ins, Make and deliver gifts to						√				√	Nurture & Care Team: Jean Kingsley, Diana Rockhill
136	UMCOR projects, Carry out							√			√	Nurture & Care Team: Jean Kingsley, Diana Rockhill
137												
138	Evangelism											
139	Greeters, Recruit & train							√			√	Evangelism Team: Randy Dohse
140	Newsletter, Write articles about evangelistic efforts for			√							√	Evangelism Team: Randy Dohse
141												
142	Health and Wellness											
143	Blood pressure screening, Plan & conduct			√							√	Health & Wellness Team, Bill & Daryl Martin, Joanne Reidy
144	CPR training, Plan & conduct							√			√	Health & Wellness Team: Daryl Martin

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
164	Christmas gift, Make arrangements for pastor's					√						Pastor/Staff Parish Relations Committee: Frank Bickel
165	Traveling at church expense, Secure advance approval of P/SPRC before							√	√			Pastor
166												
167	Transition Team											
168	Address changes, Circulate							√		√		Transition Team, Vernon Tryon
169	Administrative system, Prepare design & description of church							√	√		√	Transition Team
170	Administrative tasks while without a pastor, Handle							√			√	Transition Team
171	Communicate frequently with congregation, Church Council, & P/SPR Committee about plans & activities							√			√	Transition Team
172	Expectations of pastor, Develop list of our							√			√	Pastor/Staff Parish Relations Committee: Frank Bickel
173	Introducing pastor to church & community, Make plans for							√	√		√	Transition Team
174	Introducing people and community to pastor, Make plans for							√	√		√	Transition Team
175	Monitor transition process, Schedule occasional, informal meetings with pastor to							√	√		√	Transition Team
176	Plan & arrange small informal group gatherings in homes							√			√	Transition Team
177	Plan pot luck luncheon after church on July 12							√			√	Transition Team
178	Plan retreat for pastor, lay leadership, committee chairs to build team & set goals							√	√		√	Transition Team

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No.	Work Area / Tasks	Da	Wk	Mn	Qr	Yr	Snly	As needed	Min	Secy	Lay	Notes / Names
179	Press release about new pastor, Prepare & submit							√			√	Transition Team
180	Tasks that cannot be done by half-time pastor, Make plans for handling							√	√		√	Transition Team
181	Tasks that need to be done, Develop comprehensive list of							√	√		√	Transition Team
182	Newsletter, Write articles about Transition Team actions for										√	Transition Team, Vernon Tryon
183												
184	Newsletter											
185	Articles, Gather newsletter			√							√	Secretary, Diane Webster
186	Bulk mailing newsletter, Sort, label, & fill out form for			√							√	Secretary, Diane Webster
187	Bulletin insert, Submit reminder notice for newsletter articles in			√							√	Secretary, Diane Webster
188	Calendar for upcoming month for newsletter, Collect information for			√							√	Secretary, Diane Webster
189	Calendar for upcoming month for newsletter, Compose			√							√	Secretary, Diane Webster
190	Copies of newsletter, Make			√							√	Secretary, Diane Webster
191	Front page of newsletter, Copy			√							√	Secretary, Diane Webster
192	Mailing labels for newsletter, Print			√							√	Secretary, Diane Webster
193	Mailing labels to front page of newsletter, Affix			√							√	Secretary, Diane Webster
194	News items and meeting dates, Ask leaders for			√							√	Secretary, Diane Webster

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210	Carry-out diners, Serve					√					√	
211	Contributions of money & pies, Invite					√					√	
212	Cook food at church					√					√	
213	Dining room, Serve diners in					√					√	
214	Drive-thru & signage, Set up					√					√	
215	Drive-thru, Serve diners in					√					√	
216	Equipment, publicity, Reserve					√					√	
217	Inform & train workers as needed					√					√	
218	Pies, Cut & package					√					√	
219	Prepare food for cooking					√					√	
220	Publicity, tickets, instructions, Prepare					√					√	
221	Roast turkeys in homes, Arrange for people to					√					√	
222	Schedule work groups to prepare & cook food					√					√	
223	Supplies, materials, Order & purchase					√					√	
224	Turkeys in homes, Roast					√					√	
225	Turkeys, Carve & slice					√					√	
226	Work assignments, Plan					√					√	
227	Workers, Recruit					√					√	
228												
229	Lay Leadership Committee											
230	Chair Lay Leadership Committee							√	√			Pastor
231	Members to be dropped from rolls to Church/Charge Conference, Present list of					√			√		√	Membership Secretary, Diane Webster, Dawn Hart
232	Officers & leaders, Train							√			√	Lay Leadership Committee, Use District training
233	Officers, leaders, & teachers, Recruit							√			√	Lay Leadership Committee

