

Student Ministry Administrative Planner

Ongoing Weekly Task List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<ul style="list-style-type: none"> •Registration cards out at welcome table •Quick check of sound, video, chairs, etc. •Prepare elder reports, church news letter or any other “big church” things during the service I don’t attend. 	<ul style="list-style-type: none"> •(AM)Enter data from Registration cards •(AM)Volunteer team email sent with prayer/praise from last week and schedule for upcoming week. •Finish as many “weekly” tasks as possible •(AM)Protect 2 hour block for Wednesday teaching. •(Afternoon)Church staff meeting. 	<ul style="list-style-type: none"> • (AM)Reconcile any receipts from past week and keep in weekly file to be turned in last Tuesday of month. •(AM)Phone call or email to any “upfront” people for Youth Group on Wednesday • (AM)Protect two hour block for Sunday teaching •Prayer or Student Time 	<ul style="list-style-type: none"> •Check registration card supply (make more if needed) •Check of sound, video, chairs. •Campus Ministry Opps at lunch •Schedule a volunteer breakfast, coffee or lunch for Thursday. •Protect two hour block for Sunday or Wednesday teaching. 	<ul style="list-style-type: none"> •breakfast, coffee or lunch with a staff member. NETWORK LUNCH last Thursday of month • (AM)Work on a Bi-monthly, quarterly, or yearly project (minimum of two hours) OFFSITE at coffee shop! •(Afternoon) Finish Sunday teaching and/or work ahead on future talks (two hours) 	<p>DAY OFF unless weekend event taking place.</p> <p>Once a month this is to become a personal sabbatical day or at least half day.</p>	<p>DAY OFF unless weekend event taking place.</p>
office/programmed						
8:30-9:40 service 9:50-10:50 S.S. 11:00-12:10 service 6:00-9:00 Small Group	Typically 9:00am to 5:00pm	Typically 9:00am to 5:00pm Once a month elders 7-9pm	10:00am to 3:00pm (home 3-6) 6:00pm to 10pm youth group stuff	10:00am to 5:00pm 7-9pm (football or basketball game contact work, seasonal)		

Daily to Distant

Daily	Weekly	Bi-Weekly	Monthly	Bi-Monthly	Quarterly	Yearly
<ul style="list-style-type: none"> •“First 15” every day spend first 15 minutes clearing email inbox, voicemails, etc. •Prioritize call back list. 	<ul style="list-style-type: none"> •staff email (monday) •Email/FB encouragements and birthdays •Prioritize off church campus hours at coffee shop •YouthGroup FB page updates of announcements, etc. 	<ul style="list-style-type: none"> •Two hours dedicated to prayer for staff, students, etc. •Student time (impromptu, game, etc.) •Reports (elders, staff, big church stuff) 	<ul style="list-style-type: none"> •Last Tuesday of month turn in receipts to Helen. •Network Lunch (last Thursday of month) •Personal sabbatical day or half-day •Elder report 	<ul style="list-style-type: none"> •Parent Newsletter •Camp, Retreat, Mission, and/or fundraising planning 	<ul style="list-style-type: none"> •Volunteer team meeting, training or fun activity •Parent Gathering 	<ul style="list-style-type: none"> •Staff (volunteer) retreat •Mission Trip •Fall Retreat •Spring Retreat