

Deadlines & Key Responsibilities, October 2018

Mon., October 8	Tues., October 9	Wed., October 10	Thurs., October 11	Fri., October 12
<ul style="list-style-type: none"> ▪ Edit/mail/post sermon ▪ Website/Calendar updates ▪ Print MC Calendar ▪ Upload any remaining Staff Reports 	<ul style="list-style-type: none"> ▪ Prepare bank deposit ▪ Review Refundable Deposits ▪ Submit Sexton timecards 	<ul style="list-style-type: none"> ▪ Birthday & Anniversary List Due for Nov. ▪ Staff Bulletin announce. deadline 12pm ▪ COMIDA SHOPPING APT. 	<ul style="list-style-type: none"> ▪ Print 80 bulletins ▪ Print bulletin inserts ▪ <i>e-Chimes</i> published by Leinicke ▪ 	<ul style="list-style-type: none"> ▪ Assemble bulletin ▪ Draft 10/28 bulletin ▪ Website/ Calendar updates
Mon., October 15	Tues., October 16	Wed., October 17	Thurs., October 18	Fri., October 19
<ul style="list-style-type: none"> ▪ Edit/mail/post sermon ▪ Website/Calendar updates ▪ Print MC Calendar 	<ul style="list-style-type: none"> ▪ Prepare bank deposit ▪ Review Refundable Deposits ▪ Submit Sexton timecards 	<ul style="list-style-type: none"> ▪ Staff Bulletin announce. deadline 12pm ▪ Order Comida Food CANDIDATE'S FORUM 	<ul style="list-style-type: none"> ▪ Print 80 bulletins ▪ Print bulletin inserts ▪ <i>e-Chimes</i> published by Leinicke 	<ul style="list-style-type: none"> ▪ Assemble bulletin ▪ Draft 11/4 bulletin ▪ Website/ Calendar updates
Mon., October 22	Tues., October 23	Wed., October 24	Thurs., October 25	Fri., October 26
<ul style="list-style-type: none"> ▪ Edit/mail/post sermon ▪ Website/Calendar updates ▪ Print MC Calendar ▪ Post Chimes Docs on site ▪ Send Chimes Links to Connie/Pepper 	<ul style="list-style-type: none"> ▪ Prepare bank deposit ▪ Review Refundable Deposits ▪ Submit Sexton timecards ▪ Check in with Sextons 	<ul style="list-style-type: none"> ▪ Staff Bulletin announce. deadline 12pm ▪ COMIDA SHOPPING APT. 	<ul style="list-style-type: none"> ▪ Print 80 bulletins ▪ Print bulletin inserts ▪ <i>e-Chimes</i> published by Leinicke 	<ul style="list-style-type: none"> ▪ Assemble bulletin ▪ Draft 11/11 bulletin ▪ Website/ Calendar updates ▪ Nov Office Manager Workplan ▪ Rental invoices to frequent flyers (A Better Way, etc.)
Mon., October 29	Tues., October 30	Wed., October 31	Thurs., November 1	Fri., November 2
<ul style="list-style-type: none"> ▪ Edit/mail/post sermon ▪ Website/Calendar updates ▪ Print MC Calendar 	<ul style="list-style-type: none"> ▪ Prepare bank deposit ▪ Review Refundable Deposits ▪ Submit Sexton timecards 	<ul style="list-style-type: none"> ▪ Staff Bulletin announce. deadline 12pm ▪ Order COMIDA food 	<ul style="list-style-type: none"> ▪ Print 80 bulletins ▪ Print bulletin inserts ▪ <i>e-Chimes</i> published by Leinicke 	<ul style="list-style-type: none"> ▪ Assemble bulletin ▪ Draft 11/16 bulletin ▪ Website/ Calendar updates ▪ COMIDA REPORT ▪ Operations Report Oct. ▪ Print Attendance Report
Mon., November 5	Tues., November 6	Wed., November 7	Thurs., November 8	Fri., November 9
<ul style="list-style-type: none"> ▪ Edit/mail/post sermon ▪ Website/Calendar updates ▪ Print MC Calendar <li style="text-align: center;">▪ Staff Meeting 	<ul style="list-style-type: none"> ▪ Prepare bank deposit ▪ Review Refundable Deposits ▪ Submit Sexton timecards 	<ul style="list-style-type: none"> ▪ Send deposit to BOW with Trustee ▪ Staff Bulletin announce. deadline 12pm ▪ COMIDA SHOPPING APT. 	<ul style="list-style-type: none"> ▪ Print 80 bulletins ▪ Print bulletin inserts ▪ <i>e-Chimes</i> published by Leinicke ▪ Oct Office Manager Workplan ▪ Rental Invoices to frequent flyers (A Better Way, NAMI, etc) 	<ul style="list-style-type: none"> ▪ Assemble bulletin ▪ Draft 10/14 bulletin ▪ Website/ Calendar updates ▪ Operations Report September ▪ COMIDA Report ▪ Print Attendance Report ▪ Begin e-chimes work for Nov.