

Annual Tasks of Teams/Committees

First Quarter: January—March

Elect a vice-chairperson and secretary.

Provide training and review for all team/committee members.

Establish schedule for the year.

Explore purpose of your team/committee within the church's larger vision and mission.

Set new goals for the year or revisit previously-set goals.

Second Quarter: April—June

Evaluate progress on goals.

Make plans for the coming Fall and Winter.

Third Quarter: July—September

Evaluate progress on goals.

Begin to make plans for the coming calendar year.

Submit a budget request for the coming calendar year.

Inform pastors of team's/committee's leadership needs for coming year (as part of nominating process).

Fourth Quarter: October—December

Evaluate progress on goals.

Evaluate the total work of the team/committee.

Bring new members on board during final meetings of the year.

Make plans for the coming Spring and Summer.