

10/17/2016

**Calvary by the Sea Lutheran Church
5339 Kalanianaʻole Hwy.
Honolulu, Hawaii 96821**

**Congregation/ Council Checklists
Updated July 2009**

January

John 1:1-3 “In the beginning was the Word, and the Word was with God, and the Word was God. He was in the beginning with God. All things were made through Him, and without Him nothing was made that was made.” (NKJV)

	Item	Responsibility
1.	Finalize plans for Lent and Easter Dates Ash Wednesday Lenten mid-week services Palm Sunday Maundy Thursday Good Friday Easter Sunday Easter Sunday Pancake Breakfast	Music/Worship, Staff, Council
2.	Activate plans for School staffing for Fall	Preschool
3.	Begin plans for School staff evaluations	Preschool
4.	Review and update inactive attendance	Staff, Evangelism, Council
5.	Finalize plans for Annual Meeting Agenda Reports Nominations Treasurer's Report COD members for Election Table & ballot counting.	Council, Staff
6.	Letter announcing Annual Meeting to Congregation	Council Secretary, Staff
7.	Plan First Communion teaching schedule for February classes	Education, Pastor
8.	Annual Giving of Preschool - Quarterly	School Board

January (cont.)

Item	Responsibility
9. Plan for updated church picture bulletin board	Evangelism, Staff
10. Complete and mail Parochial report to Synod	Pastor, Education, Business & Financial Secretary
11. Set dates for Mission and Visionary events	Pastor, Missions
12. Take down Christmas decorations after 1 st Sunday in Epiphany	Council designates team
13. Change batteries in the emergency PA system & smoke detectors	Staff
14. Compile Annual Report Have 25 copies min. in Sanctuary 2 weeks before Annual Meeting	Staff
15. Organize Lenten All Church Clean up	Property Committee/Staff
16. Review Christmas	Staff
17. Set date for Council/Staff Retreat	Council President, Pastor
18. Mail out letter announcing Annual Meeting (first week of January) (include C.O.D. Nominees' biographies)	Staff
19. Initiate plans for staff vacations	Staff, Personnel
20. Approve dates for Preschool Annual Giving	Council, Preschool Board
21. Annual Meeting check list: Remind school to put classroom away Notify Tribe on duty they need to assist in clean up Assign person to make coffee, serve juice Projector Screen & Sound System Set up tables & chairs Remind Youth to sell soda Have extra Annual Reports on hand	Office Staff

(2009 – 80 people attended. Ordered 5 pasta trays from Pizza Hut/5 each of cheese, supreme, pepperoni – very little left over)

February

Ecclesiastes 7:8 “The end of a thing is better than its beginning: the patient spirit is better than the proud in spirit.” (NKJV)

Item	Responsibility
1. Apply for exemption for School	School Board/ Treasurer
2. Confirm Parent Teacher Fellowship (PTO) meeting for remaining year	School Board
3. Confirm plans for Lent and Easter including special music, and hiring police for traffic	Music/Worship, Staff, Council,
4. Initiate plans for Confirmation Date Photographs Reception Certificates	Pastor, Staff, Music/Worship
5. Distribute resources to new council members	Staff
6. Send thank-you notes to retiring Council members	Pastor, Staff
7. Install Church Council	Pastor, Music/Worship
8. Prepare resources for new Council members Constitution, By Laws and Checklist	Staff
10. Plan for updated church directory	Staff, Evangelism
12. Make Annual Reports available 2 Sundays prior to Annual Meeting	Staff
13. Finalize plans for First Communion	Pastor, Education, Staff, Music/Worship

March

Philippians 4:4 “Rejoice in the Lord always. Again I will say, rejoice!” (NKJV)

	Item	Responsibility
1.	Arrange for publicity for Holy Week	Staff, Communications Com.
2.	Activate plans for Summer School Program?	School Board
3.	Activate plans for Vacation Bible School and Confirmation Camp	Education Committee
4.	Finalize plans for Easter	Music/Worship, Staff, Council
6.	Distribute church directory	Evangelism, Staff
7.	Plan Walk-A-Thon for preschool	PTO, Staff
8.	First Communion	Education, Pastor, Staff, Music/Worship
9.	Establish committee structure, committee membership, and table of organization	Council
10.	Lenten church campus cleanup	Property Committee, Staff Preschool
11.	Pacifica Assembly Synod Conference in March	COD, Staff
12.	Summer School Program	Preschool

April

Psalm 103:1-2 “Bless the Lord, O my soul; and all that is within me, bless His holy name! Bless the Lord, O my soul, and forget not all His benefits.”
(NKJV)

	Item	Responsibility
1.	Finalize plans for Confirmation see February checklist	Pastor, Music/Worship, Staff
2.	Present names of Confirmands to Council for approval	Pastor, Staff
3.	Order gifts for Confirmands and certificates	Staff
4.	Initiate plans for School Graduation and Graduate Sunday in June	Education
5.	Plan for Pentecost Sunday worship music	Music/Worship
6.	Report on Vacation Bible School	Education
7.	Review and update inactive attendance	Staff, Evangelism, Council
8.	Order offering envelopes for following year	Business & Finance Secretary
9.	Update church picture bulletin board	Evangelism
10.	Review Insurance Policies	Finance
11.	Review Lent	Staff
12.	Set date for Tribal Revival (June) and plan	Staff

May

Galatians 2:2 “I have been crucified with Christ; it is no longer I who live, but Christ lives in me; and the life which I now live in the flesh I live by faith in the Son of God who loved me and gave Himself for me.” (NKJV)

	Item	Responsibility
1.	Update staff summer vacation schedule	Staff, Pastor, Personnel
2.	Finalize Graduate Sunday	Education, Music/Worship Staff
3.	Memorial Day Recognition	Music/Worship, Pastor, Staff
4.	Initiate plans for Fall confirmation program	Education, Pastor, Staff
5.	Progress report for Vacation Bible School Begin publishing dates and program	Education, Staff
6.	Finalize plan for summer music	Music/Worship, Staff
7.	Initiate plans for Fall programs and Advent Lent	Music/Worship, Education, & Staff
8.	Approve plan for Insurance Policies	Finance, Council
9.	Preschool Walk-A-Thon	PTO
10.	Preschool Graduation	Preschool Staff
11.	Summer School Program	School Board
12.	Initiate September plans for: President Preschool Teacher installation Sunday School Teachers Initiate Plans for Rally Sunday (Sept.)	Education, Staff, Council Evangelism, Preschool
13.	Set dates for New Member Classes	Evangelism, Pastor, Staff
14.	Review staff evaluations with staff	Personnel
15.	Define Committee for Rally Sunday	Evangelism/Pastor/Staff
16.	Review and finalize goals for coming year.	Teams/COD/Staff
17.	Finalize Tribal Revival Plans	Staff

June

Proverbs 3:21-23 “Keep sound wisdom and discretion; so they will be life to your soul and grace for your neck. Then you will walk safely in your way, and your foot will not stumble.” (NKJV)

	Item	Responsibility
1.	Report on progress for Education Programs School Staff Sunday School Bible Studies Confirmation	Education
2.	Progress report on Vacation Bible School Staff Installation of VBS staff	Education, Music/Worship, Pastor
3.	Review Japanese Wedding rates	Wedding Team, Council
4.	Review U.I. contract in year 2008 for 2009-2012	Wedding Team, Council
5.	Begin Founders Day preparation	Music/Worship, Council
6.	Fundraising	Preschool
7.	Tribal Revival debrief meeting	Staff

July

Galatians 5:13-14 “You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather serve one another in love. The entire law is summed up in a single command: ‘Love your neighbor as yourself.’” (NKJV)

	Item	Responsibility
1.	Review and finalize goals for coming year	Teams, Council, Staff
2.	Report the status of Education programs Sunday School – Order supplies Bible Studies - Confirmation – Schedule & put on website	Education, Staff Pastors
3.	Set date at Council meeting for next Annual August dates that sanctuary and/or grounds will need to be blocked (Need 2-3 weeks)	Council, Staff
4.	Review and update inactive attendance	Staff, Evangelism, Council
5.	Finalize Japanese Wedding fees	Council
6.	In 2008, Finalize U.I. Contract (2009/2012)	Council
7.	Restock First Aid Kits	Staff
8.	Update preschool/Sunday School bulletin board	Education, Preschool
9.	Submit Budget to Council for Approval	Preschool
10.	Check fire extinguishers annually	Staff

August

John 13:15 “For I have given you an example, that you should do as I have done for you.” (NKJV)

	Item	Responsibility
1.	Finalize plans for Education programs Sunday School Bible Studies Confirmation	Education, Staff
2.	Finalize September plans for Rally Sunday: Ask Committees to bring food for Rally Sunday Ask Committees to assign tent set-up/take-down crew	Council President, Education,
	Installation of PreSchool Teachers and Sunday School Teachers	Pastor, Music/Worship
3.	Confirm campus readiness for school and Fall programs: Tsunami Evacuation Drill (Make sure Tsunami Evac Plan is posted in Sanctuary)	Property, Staff
4.	Recruit PAC Leaders for Fall	PAC Leaders
5.	Establish Stewardship Program for the Fall	Stewardship
6.	Evaluate Committees communications confirm dates for meetings	Council President, Staff
7.	Plan for Pet Blessing with Hawaii Kai Dog Park (St. Francis Birthday – October)	Music/Workshop/Evangelism
8.	Annual Giving of Preschool - Quarterly	School Board
9.	Yearly gutter and drain spout check and clean	Property Committee/Staff
10.	Plan Sunday installation of Montessori Teachers	Staff

September

James 2:17, 26 “So faith by itself, if it has no works, is dead... For just as the body without the spirit is dead, so faith without works is also dead.” (NKJV)

	Item	Responsibility
1.	Establish plan for Parent-Teacher Organization meeting for coming year	PTO, School Board
2.	Begin discussion of dates for Lent & Holy Week	Music/Worship
3.	Finalize plans for Advent & Christmas	Music/Worship, Education
4.	Check Christmas supplies (candles and other needs)	Staff
5.	Finalize plans for Pet Blessing	Music/Worship, Evangelism
6.	Finalize plans for Founders Day Art Festival	
7.	Nomination Team meets	C.O.D. Nominating Team
8.	Harvest Festival	Preschool
9.	Thanksgiving Feast	Preschool
10.	Thanksgiving Day Prep	Music/Worship, Pastor
11.	Set dates for New Members classes	Evangelism/ Pastor/ Staff
12.	Food drive letter to schools for Fall Food Drive	Pastor/Staff

October

Psalm 1:1-2 “Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on his law he meditates day and night.”
(NKJV)

	Item	Responsibility
1.	Progress check on committees	Council, Team Leaders
2.	Finalize plans for Christmas Christmas Eve & Christmas Day Sunday School Program PreSchool Program	Music/Worship, Staff, Education PreSchool
3.	Arrange for Christmas Decorations & Tree Set-up Take-down	Council, Staff
4.	Begin plans for Annual Congregational Meeting	Council, Staff
5.	Committees submit checklists for upcoming coming year (Jan to Dec)	Committees, Staff
7.	Order Flower Chart for new year	Staff – Augsburg Fortress
8.	Finalize plans for Stewardship commitment in November	Stewardship
9.	Work on proposed budget for next year	Finance Team
10.	Update church picture bulletin board	Evangelism, Staff
11.	Staff Support team to meet with Staff	Staff Support, Staff

October (cont.)

	Item	Responsibility
11.	Ministry Teams submit budget requests to Finance Team	Personnel, Stewardship, Evangelism, Worship/Music, Fellowship, Education, Preschool Council, Property, Wedding
12.	Continue plans for Annual Meeting Nominations Annual Reports from Teams, President, Staff Treasurer's Report Agenda	Council, Staff
13.	Establish Council, Staff, and Team goals for upcoming fiscal year	Council, Teams, Staff
14.	Establish audit team and prepare for audit to begin in January?	Nominating, Finance, Council
15.	Arrange for publicity of Advent/Christmas services	Staff
16.	Nomination Team contacts nominees	Nominating Team
17.	Review and evaluate inactive attendance	Evangelism, Council
18.	Clean out gutters along Ohana Lani & Sanctuary In preparation for Winter.	Staff

November

Psalm 106:1 “Praise the Lord! O give thanks to the Lord, for he is good; for his steadfast love endures forever.” (NKJV)

	Item	Responsibility
1.	Plan for caroling for shut-ins	Worship/Music, Choir Evangelism, Confirmands
2.	Consider nursery care for all special services	Staff
3.	Set date for Annual Meeting in February	Council, Staff
4.	Set date for Council Installation	Council, Staff
5.	Review status of Nominations Teams	Nominations, Council
6.	Begin call for Annual Reports for Annual Meeting	Teams, Council, Staff
7.	Christmas Play	Preschool
8.	Approval of staff salaries for following year budget	Personnel
9.	Put up Christmas decorations the Sunday before First Sunday in Advent	Council designates team
10.	Pastor's Housing Allowance due by Dec. 1	Financial Secretary/Pastor
11.	First draft of budget due	Financial Secretary/COD Treas.

December

Isaiah 9:6 “For unto us a Child is born, unto us a Son is given; and the government will be upon his shoulder. And His name will be called Mighty, God, Everlasting, Father, Prince of Peace.” (NKJV)

Item	Responsibility
1. Review November checklist Christmas planning	Music/Worship, Pastor, Council, Staff
2. Set PAC dates for next Sept & Jan	PAC Leaders
3. Finalize plans for Annual Meeting a. assign COD members to Voting Table (4) & for ballot counting.	Council
4. Annual Reports due before Christmas Eve	All Team Chairs & Pastor
5. Finance Team submits final budget to Council	Finance
6. Council approves final budget for next year	Council
7. Nominations Team submits names for approval	Nominations, Council
8. At December Council Meeting, approval for Pastor's Housing Allowance for the following year	Council
9. Activate audit team for January	Council
10. Arrange parking for Christmas and Special Evening Events	Council, Staff
11. Meet and discuss schedule of Christmas Eve Christmas Day events with Ushers/Com. Assists.	Pastor, Music/Worship

Checklists

Approve by Council:

Review and Revision: Revised July 2009