

## Second Hour Schedule: -- Noon - 1:30pm

1st and 3rd Sundays -- Adult Faith Development activities;

**2nd Sundays -- Congregational Meetings (Board, CoSM, LDT) Financial health planning**

4th Sundays -- Open for social events, **committee meetings**, special clean ups, cooking lessons & prepping food for freezing/needed, gardening/grounds time

5th Sundays -- Potluck!

## July

July 1 = Start of new church year. Staff contract start date. New financial year

Newly elected folk take office

## August

\*\*optimal time for staff, Board/Leadership, and congregational retreats  
UUCC RE camp

## September

First Sunday after Labor Day = traditional Ingathering/Water Communion, BOARD INSTALLATION

RE registration

Staff goals for year should be set

## October

- Auction or Wall of Wine/large fundraiser

## November

- Living Generously team should be working regularly by this time

## December

\*\*\*Frequently when people finish pre-paying their pledges

- Wintermart traditionally held

## January

- Staff mid-year reviews
- Reminder to ministry teams et al to be thinking about their budgets for next year
- Board selects 3-4 folk for financial review team (review to be completed, reviewed and any changes implemented before end of church year)
- Board & CoSM mid-year retreat
- Leadership Development reviews open elected positions & begins soliciting names for candidate slate

## February

\*\*second large fundraiser (auction, etc)

- Notice to ministry teams et al that budget requests must be submitted by March 15th
- Notice to Comp & Benefits that salary & benefits recs must be submitted by March 15th
- Budget planning working group identified; stewardship goal identified

## March

\*\*\* no special fundraisers; stewardship campaign focus time

- LDT finishing candidate selection; **note:** LDT should use Board position descriptions and needs to be sure to inform candidates of full scope of job - i.e., that the VP rises to Presidency and then has a year of Past presidency (is a 3 year position), position terms, if they are finishing someone else's term, etc.

## April

- Call for annual reports, due by 3rd week of April
- Living Generously reports stewardship number to Finance/budget team by end of first week of April
- “Budget summit” meeting by end of 3rd week of April
- Special meeting with Board to approve budget to present to congregation at annual meeting

### May

- May 1 - Annual report collated and ready with budget, slate of candidates, and reports from teams
- 3rd Sunday in May, Annual Meeting
- Thank outgoing elected leaders
- Volunteer appreciation celebration
- Compensation & Benefits reviews and prepares contracts for following year

### June

- Board, CoSM, and other teams with new membership have “crossover”/training & celebration meetings, with outgoing and incoming members
- Staff contracts need to be signed and returned prior to June 30. There are three contracts for each position: one for the staff person’s personal records, one for the office copy, and one for the staff file. EACH must be signed by both the staff person and Board President.