Administration Calendar for the Small Church Vestry

Notes about this Calendar:

The ECCT website provides the report formats and instructions in detail on its website. Be sure to familiarize yourself this tool
Use the Excel version and customize as needed
Planning for any event should be at least three months in advance
Some due dates vary with the Church calendar year or individual parishes and by-laws adjust accordingly.

Color key:

GREEN - Begin organizing time and resources
YELLOW - You should be actively working on this
RED - This task / event is due

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	Submission/Due Dates	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CHURCH MANAGEMENT													
Reports Due National Church													
The Parochial Report for the year ending December 31st	March 1 -submit with Annual Parochial Report												
Update Church Pension Fund of salary adjustments as applicable													
Reports Due ECCT													
Review for parishes with total revenues less than $750,000	Due September 1-see ECCT website for info							x					
Audit for parishes with total revenues greater than $750,000	Due September 1-see ECCT website for info							x					
Annual Parish Survey	Due no later than June 30- See ECCT Website				x								
Creation Care Survey	Due no later than June 30- See ECCT Website												
Parish Internal Reviews and Audits													
Staff contracts and annual reviews													
Annual Technology Audit (passwords, back up, website access)													
Compliance with ECCT resolutions (Racial Reconciliation, Care for Creation, Indigenous People)													
PARISH MANAGEMENT													
Annual Meeting													
Update voting list	Due by December vestry Meeting										x		
Schedule Annual meeting at vestry meeting	Due no latter than December vestry Meeting										x		
Request and prepare reports (treasurer/financials and ministry)	Reports due 2 weeks prior to Annual Meeting											x	
Post Notice for Annual meeting	2 Weeks Prior to Annual Meeting												
Host Annual meeting in accordance to Church Bylaws													
Vestry and General													
New Vestry Orientation													
Vestry and Staff Safe Church Training- review and update													
Spring training - ECCT													
Nominating Committee	Nominating Committee to recruit New vestry and officers to replace those with expiring terms										x		
Finance / Budget													
Monthly Financials	Reports Due Monthly to vestry												
Finance Committee prepares new Budget												x	
Vestry Approves new year Budget												x	
Year End Financials & Budget Submitted for Annual Meeting	Due 2 weeks prior to Annual Meeting												
Stewardship													
Form Stewardship Committee								x					
Update parish membership mailing list									x				
Stewardship Committee Pledge Drive -(Leads into Budget)									x	x			
Order Pledge Envelopes									x	x			
Enter Pledges into Computer Data program											x		

	Submission/Due Dates	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Christian Education													
Church school registration								x					
Confirmation Classes													
Christmas Pageant											x		
Church School Ends													
Adult Formation (ongoing or seasonal)													
WORSHIP													
Training of Lay Worship leaders and assistants													
Schedule for baptisms and confirmation													
Weekly / Monthly Planning													
Weekly Bulletin													
Communion supplies													
Seasonal Planning/Altar Guild													
Lent												x	
Ash Wednesday	purchase or burn your own ashes												x
Lent Study/Giving- Giving Lenten Mite boxes													x
Holy Week													
Palm Sunday	Order Palms Early												
Maundy Thursday													
Good Friday													
Holy Saturday													
Easter Sunday													
Pentecost													
Trinity Sunday													
All Saints Day planning										x			
Advent / Christmas													
Advent planning- Advent Candles/music/prayers										x			
Christmas Planning-Giving Flower Envelopes													
Epiphany												x	
Other													
Recognition Sunday planning	Will vary Church to Church												