

CHURCH-WIDE PREVENTIVE MAINTENANCE CALENDAR

Customize to fit your church's needs



[NAME OF CHURCH] PREVENTIVE MAINTENANCE CALENDAR

This is a working document, intended to serve as a reminder of routine tasks to be accomplished at basically the same time each year by the church staff, volunteers, and committees. Review it regularly, and add, remove, or reposition items as necessary.

JANUARY

- Final details for Lent activities, programs, and/or worship elements have been finalized.
- Event coordinators have been met with and given an event notebook, and details of the winter and spring events have been reviewed with them.
- The summer church calendar has been drafted.
- Any danglers from December have been addressed.

FEBRUARY

- The curriculum template and select resources for the coming year have been reviewed.
- Recruiting season has opened—recruiting for volunteer opportunities starting in September is underway.
 - The calendar for the next full school year beginning in the coming fall has been drafted and adopted.
 - Volunteer needs have been determined based on new calendar.
 - Current volunteers have been invited to return in their role next year.
 - Names of potential volunteers (old and new) have been added/edited to the “fishing pond” list and recruitment roles have been assigned.
 - Recruitment of volunteers begins.
- Any danglers from January have been addressed.
- Leadership training meetings for volunteers for the coming year have been calendared.

MARCH

- Program staff and the pastor have met to establish the summer calendar for large events such as: performances, special activities, registration dates, overnight retreats, holiday events, Vacation Bible School, musicals, parties, preschool graduation, etc.
- Summer event coordinators have been met with and given an event notebook, and details of the summer events have been reviewed with them.
- Recruitment calls have been divided amongst the staff and committee members and recruiting phone calls have continued.
- Something for volunteer appreciation has been scheduled (an event, gift, or a way to recognize and thank volunteers) for volunteers ending their responsibilities in May/June.

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- The personnel committee has reviewed job descriptions for all paid staff positions in the church. The committee and staff have collaborated and consulted with one another to ensure the job descriptions accurately match the work being done. Each job description prominently includes the role of building volunteer teams.
- Any danglers from February have been addressed.

APRIL

- Promotion (if event) and final details of volunteer appreciation have been completed.
- Recruiting for September volunteers has continued until all needs have been filled.
- Any danglers from March have been addressed.
- The Fall Kickoff team has been recruited and given an event notebook, and has begun making plans (share details/copies of last year's event notebook, schedule, evaluations, etc. as a way for them to start).
- Curriculum changes for the fall have been made and a schedule has been created.

MAY

- Evaluation of the curriculum plans has been done and any necessary adjustments for next year have been made.
- A volunteer appreciation event (or some form of recognition) has taken place.
- All recruits for Sunday school have been confirmed.
- All recruitment needs for volunteer positions starting in September have been filled.
- Any danglers from April have been addressed.
- Communication with Major Events Coordinators for fall has taken place.

JUNE

- Work has begun on major event notebooks—updating the template as needed for the notebooks and collecting information on each event.
- Any danglers from May have been addressed.
- All programs and resources for the coming year of Sunday school have been selected (September-December and January-May).
- Processes have been established for collecting updated contact information.

JULY

- Check-in with the Major Events Coordinator about the Fall Kick-off has taken place, ensuring that plans are moving along (date, theme, and location established, etc.)
- MIA families have been reached out to.
- Database updates have been made.
- A Leadership Launch has been scheduled for August and all volunteers beginning in September have received a "save the date" card/email.
- Details of the curriculum for Fall Quarter (September-December) have been finalized for Sunday school.

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AUGUST

- The process for tracking and recording attendance in all programs has been reviewed and any improvements have been made.
- A Leadership Launch for all volunteers starting in September has taken place.
- Any danglers from June and July have been addressed.

SEPTEMBER

- Recruiting season has opened—recruiting for volunteer opportunities beginning in January is underway.
 - The major events calendar for the year beginning in the coming January has been drafted and adopted.
 - Volunteer needs have been determined based on new calendar.
 - Current volunteers have been invited to return in their role next year.
 - Names of potential volunteers (old and new) have been added/edited to the “fishing pond” list and recruitment roles have been assigned.
 - Recruitment of volunteers begins.
- Any danglers from August have been addressed.
- A preventive maintenance calendar has been created or reviewed/updated for each ministry to help deal regularly with ongoing “behind the scenes” ministry maintenance.

OCTOBER

- Something for volunteer appreciation has been scheduled (an event, gift, or some way to recognize and thank volunteers) for volunteers ending their responsibilities in December.
- The internal and external communications systems have been reviewed and revised as needed.
- Recruiting for January volunteers has continued until all needs have been filled.
- Budgets for the year beginning in the upcoming January have been submitted to the finance committee for review and approval.
- Any danglers from September have been addressed.
- Curriculum details for Winter Quarter (January-May) have been finalized for Sunday school.

NOVEMBER

- Recruiting for January volunteers has continued until all needs have been filled.
- A mid-year check-in with current September volunteers has been scheduled.
- Any danglers from October have been addressed.
- Work on the next summer's calendar has begun.

DECEMBER

- A volunteer appreciation event (or some form of recognition) has taken place.

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- All recruitment needs for volunteer positions starting in January have been filled.
- Annual ministry manual check-up has been completed.
- Any dangles from November have been addressed.
- Annual reports have been written and submitted.