

LEADERSHIP BOARD CALENDAR

The following items are, by far, not the only things the Leadership Board does, but they are the things that need to be completed on an annual basis. Some items are flexible when they occur but have been placed where they provide balance to the calendar.

January

- Finalize Budget
- Semi-Annual meeting (late January to early February)
 - o Notice sent to all members 10 days in advance and announced in worship.

February

- Ensure all necessary tax forms are submitted.
- Ensure all statistical forms are submitted to the ELCA Churchwide Office.

March

- Select people to attend Synod Assembly (if not selected at the semi-annual meeting).
- Make recommendations to the Nominating Committee.

April

- Review the membership roster (in advance of the Annual Meeting).
- Review and recommend any amendments to the Constitution or Bylaws.
- Ensure an audit of all financial records is completed.

May

- Annual review of staff and rostered minister(s).
- Notify congregation of any amendments to the Constitution or Bylaws.

June

- Annual Meeting, including a comprehensive report.
 - o Notice sent to all members 10 days in advance and announced in worship.



July-August

- Visioning work, including setting ministry goals for the coming year (in preparation for the annual stewardship campaign).

September

-

October

- Ensure stewardship campaign is completed.

November

- 6-month follow-up on any recommendations made at annual review of staff and rostered ministers(s).
- Review and recommend any amendments to the Constitution or Bylaws.

December

- Draft of Budget
- Notify congregation of any amendments to the Constitution or Bylaws.