



Sample Leadership Planning Calendar

JANUARY

- *Leadership focus:* Review annual SMART goals
- *Mission focus:* Heifer Project
- Annual reports from committees due (10)
- Finalize annual goals for congregation, staff, & team (10)
- Complete nominations list (10)
- Finalize Budget to present at annual meeting (15)
- Mail contribution statements to donors (15)
- Auditing firm selected for annual audit (15)
- Annual meeting (24)
- Update Leadership rosters & distribution lists

FEBRUARY

- *Leadership focus:* identifying & developing leaders
- *Mission focus:* Simpson Homeless Shelter
- Provide training for congregational leaders (5)
- Commission congregational leaders (6)
- Launch Lenten study and worship series (17)
- Create & print Summer Events brochure (28)
- Complete Financial Audit (28)

MARCH

- *Leadership focus:* Forward-thinking leadership
- *Mission focus:* Food Shelf
- Review 1st quarter progress on annual goals (31)

APRIL

- *Leadership focus:* Creating a hospitality culture
- *Mission focus:* Adult Literacy Program
- Quarterly contribution statements sent to donors
- Review background check list

MAY

- *Leadership focus:* Connect through conversations
- *Mission focus:* Pennies for Peace
- Spring Talent Show and fundraiser (16)
- Teacher/mentor/small group leader recognition (23)
- Begin summer worship schedule (31)

JUNE

- *Leadership focus:* Evaluating our meetings & events
- *Mission focus:* Habitat For Humanity
- Calendaring event for congregational leaders (8)
- Review/Update congregational directory (15)
- Finalize teacher/mentor roster for next program year

JULY

- *Leadership focus:* Improving communication
- *Mission focus:* Mission Trips
- Send quarterly contribution statements (15)
- Weekend Family Camp (9-11)
- Website reviewed/updated (31)

AUGUST

- *Leadership focus:* Nurturing lifelong learners
- *Mission focus:* Backpack Buddies Program
- Teacher/Mentor training (18)
- Review & approve updated Operations Manual (17)
- Review constitution & by-laws (17)
- Print congregational directories for ministry teams

SEPTEMBER

- *Leadership focus:* Cross-generational ministry
- *Mission focus:* Tanzania Partnership
- Begin Fall/Winter/Spring worship schedule (13)
- Rally Day/Faith Formation Registration event (13)
- Receive budget requests from staff and teams (15)
- Complete 1st draft of next year's spending plan (30)
- Review 3rd quarter progress on annual goals (30)
- Select Missions of the Month projects for next year

OCTOBER

- *Leadership focus:* Integrating storytelling
- *Mission focus:* Feed My Starving Children
- Send quarterly contribution statements (15)
- Fall Congregational Jazz Festival (3)
- Update leadership ministry descriptions (15)
- Complete staff performance reviews (31)

NOVEMBER

- *Leadership focus:* Milestone ministry events
- *Mission focus:* Water to Thrive
- Leadership Retreat (5-7)
- Review 2nd draft of congregation's spending plan
- Stewardship Pledge Celebration Sunday (7)

DECEMBER

- *Leadership focus:* Serving as spiritual elders
- *Mission focus:* Christmas Mitten Tree
- Carols & Canticles music festival (5)
- Review 4th quarter report on annual goals (15)
- Review draft of next year's planning calendar
- Review 1st draft of annual meeting video (19)

