

**Woodlawn Chapel**  
**“A Year in the Life of a Church”**

Month	Congregation	Session	Deacons	Up Next!
<b>EPIPHANY</b>				
<b>January</b>	Installation of new officers Annual Meeting of the Congregation; Review terms of call as proposed by Session  MDO begins fall registration.	Conduct Officer’s Retreat Session trains, examines, and installs new officers* <sup>1</sup> ; selects Elder rep to nominating; Elects commissioners to Presbytery; prepares annual budget; establishes meeting dates; conducts/schedules financial review*, Reviews all Sunday morning assignments (coffee, counting, ushering, communion); review insurance coverage, * Elect directors, treasurer, and clerk. * Mission: establish calendar of projects for year. Clerk/pastor/staff prepare annual statistical report; * Finalize Easter musician plans. Set dates for communion. * Per Capita letter mailed to congregation. Review child safety procedures.	Officer’s retreat. Regular meeting; organize board, elect moderator and establish goals for coming year. Creation Care Team begins recertification process, which is due by 2/15.	Planning for Lenten activities. Book Petting Zoo for Easter Egg hunt; make sure Sunday school and VBS curriculum are ordered. Conduct background checks on new volunteers.

<sup>1</sup> Asterisk (\*) indicates items required for Session minutes.

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<b>February</b>	Ash Wednesday worship	Regular meeting; complete rosters of ministry teams, meeting dates, and assignments. Worship: plan Ash Wed/Lenten & Holy Week; Children’s: Easter Egg Hunt plans; Membership: schedule new member mtgs; Mission: Mother’s Day gifts	Regular meeting; monitor care needs; submit Earth Care re-certification to Presbyterian Mission Agency. Communion to homebound.	Lenten publicity; One Great Hour of Sharing materials; secure musicians for Easter.
<b>LENT</b>				
<b>March</b>	Public school spring break Palm Sunday Easter Egg Hunt;  Maundy Thursday Worship Good Friday Worship	Regular Meeting. Youth/Children’s – finalize summer calendars. Finalize details for baseball field rental w/Ellisville Athletic Association; Education: VBS team	Regular meeting; Creation Care: plan April celebration for Earth Day Communion to homebound.	Publicity for remainder of spring and summer events.
<b>EASTER</b>				
<b>April</b>	Easter Morning Worship Fellowship Reception No Sunday school on Easter One Great Hour of Sharing offering;  Holy Humor Sunday (after Easter) Earth Day	Regular meeting Fellowship: Easter Reception. Mission: OGHS; Mother’s Day Gifts. Finance: Send 1 <sup>st</sup> quarter giving statements; Website: make sure all seasonal events are listed. Outdoor cleanup	Regular meeting. Earth Day celebration, communion to homebound.	Publicize VBS, MDO Summer Camp, and other summer events

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<b>May</b>	Mother’s Day (dedication of gifts of hope) Recognition of High School graduates Memorial Weekend “Front Porch” schedule begins on Memorial Day. Pentecost Sunday. (Woodlawn Chapel Anniversary.) Sunday school classes break for summer.	No meeting if date falls on Memorial Day Weekend, or unless necessary. Education: recognize teachers & graduates. Recruiting for VBS. Youth: final preparations for any summer activities.	Blood Drive Deacons meet only if necessary. Communion to homebound.	Publicity: VBS, summer mission opportunities, MDO camp.
<b>PENTECOST</b>				
<b>June</b>	MDO Summer Camp begins “Front Porch” gatherings after worship & slightly abbreviated worship (45 minutes.)	Joint meeting of Session & Deacons. Denomination: General Assembly meeting every two years. Schedule summer maintenance projects (paint, cleaning, floors, etc.)	Joint meeting of Session & Deacons; Communion to homebound.	Publicity: develop fall event calendar; Plans for August “Rally Day,” Movie sermon series;
<b>July</b>	MDO Summer Camp ends Vacation Bible School VBS Family Dinner Front Porch Conversations	Regular meeting. Attend VBS family picnic Send 2 <sup>nd</sup> quarter giving statements. Stewardship: begin fall planning.	No meeting. Teams meet as needed; Communion to homebound.	Publicity: Rally Day in August; back to school event; Fall event publicity

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<b>August</b>	Back to school Rally Sunday/back to school event Sunday school resumes last two weeks of August. MDO resumes regular schedule	Fellowship: plans for Kick Off Sunday/Rally Day finalized early in month. Stewardship: set fall campaign dates; Education: recruit teachers; prepare calendar for adult, youth, and children. Worship: Films & Faith sermon series Nominating committee: begin organizing for recruitment. Mission: Dessert Auction Planning: Review progress on strategic plan	Regular meeting (if necessary). Home communions.	Publicity: Fall events, return to fall programming for children, youth, and adults; Dessert Auction last Sunday in September.
<b>September</b>	Labor Day (no Sunday School) Congregational Retreat Day New Member meeting Dessert Auction	Regular meeting. Stewardship: prepare materials for stewardship campaign; Fellowship: plan Fall event & establish calendar for coming year; Nominating: recruit new elders & deacons; Website: make sure site is current. ‘ Worship: World Communion Sunday First Sunday in October.	Regular meeting; evaluate care list; prepare any care-giver events if necessary.	Fall Event (October); Thanks & Giving Dinner (November); Christmas Decorating (Early December),

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<b>October</b>	World Communion Sunday Fall Event	Regular meeting Worship: plans for Advent/Christmas. Personnel: performance reviews. Fellowship: Fall Event Mission: plan Christmas mission; Finance: review MDO budget; prepare for budgeting process. Nominating: wrap up nominations. Session: Call Congregational meeting to elect officers (November/December) *	Regular meeting. Review care list; plan for December Service of Remembrance. Home communion	Publicity: Thanks & Giving dinner; holiday mailings. Stewardship mailings.
<b>November</b>	Thanks & Giving Dinner Pledge/Gift dedication Sunday Christmas Giving Tree (after Thanksgiving); Congregational meeting to elect officers	Regular session meeting Stewardship: campaign wrap up. Education: Children’s Christmas Pageant Finance: Prepare personnel budget for next year for Session approval. Personnel: staff gifts; wrap up evaluations Worship: work with Deacons to plan service of remembrance; finalize all Advent/Christmas plans.	Regular meeting (if necessary). Help plan Service of Remembrance.	Decorating for Advent; Staff: order poinsettias; Publicity: Christmas worship, Advent activities; Christmas Joy Offering. Christmas events, including Children’s pageant.

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<b>ADVENT</b>				
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<b>December</b>	Advent Decorating Breakfast Christmas Eve. December Service of Healing & Remembrance Sunday school on break from 4 <sup>th</sup> Sunday of Advent until after first week of January. Children’s Christmas Pageant	Regular meeting is generally held after church on the 3 <sup>rd</sup> Sunday of Advent; Approve provisional budget. Train & examine new officers *, evaluate programs; prepare annual reports; review progress toward strategic goals	Regular meeting (if necessary); communion to homebound.	Year end donations; Publicity: Any special events or classes for January or February. <b>Church office is closed the            week after Christmas.</b>