

Rockingham United Church - Executive Committee Planning Guide
September 2008 - August 2009

Revision 1 - September 17, 2008

SEPTEMBER		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday September 7 17 th After Pentecost	Sunday School Registration - Ice Cream Social	
Sunday September 14 18 th After Pentecost	Sunday School Begins Tuesday 16 - Executive Committee Meeting 7:00pm	
Sunday September 21 19 th After Pentecost	Baptism Friday 26 - AMEN Car Rally Family Event	
Sunday September 28 20 th After Pentecost	10:45 Hymn Sing before Service Welcome Back Luncheon - Membership Relations Committee Reflections Deadline 12:00 noon	
Group	Things to be done in September (for October Executive Meeting)	Done
All Committees:	<ul style="list-style-type: none"> - Prepare list of committee members for October Executive Meeting - Confirm chairperson contact information with Executive Secretary - Present budget to treasurer (was to be done in June for September) 	

OCTOBER		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday October 5 21 st After Pentecost	World Wide Communion Nowaday Noah Rehearsal	
Sunday October 12 22 nd After Pentecost	Thanksgiving Sunday Monday 13 - Thanksgiving Saturday 18 - Art Show	
Sunday October 19 23 rd After Pentecost	Men's Choir Begins 8:45am World Food Sunday Celebration of Kathy Stone's 20 th year as Choir Director Nowaday Noah Rehearsal Tuesday 21 - Executive Meeting 7:00pm	
Sunday October 26 24 th After Pentecost	Nowaday Noah Rehearsal Saturday November 1 - Nowaday Noah Dinner Theatre 5:00-7:30pm	
Group	Things to be done in October (for November Executive Meeting)	Done
All Committees:		
Treasurer	Begin budget process with Stewardship Committee	
Nominating	Collect Committee Lists from Executive Secretary in preparation for Eldership search. May also be produced from church database.	

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NOVEMBER		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday November 2 25 th After Pentecost	Peace Sunday Saturday November 1 - Nowaday Noah Dinner Theatre 5:00-7:30pm	
Sunday November 9 26 th After Pentecost	Remembrance Sunday Senior Choir Remembrance Concert 7:00pm (Guest Sarena Paton) Tuesday 11 - Remembrance Day Friday 14 - Candy Cane Carnival 5:30pm	
Sunday November 16 27 th After Pentecost	Tuesday 18 - Executive Meeting 7:00pm	
Sunday November 23 28 th After Pentecost	Children's Sunday Reflections Deadline 12:00 noon	
Sunday November 30	Advent I - Hope	
Group	Things to be done in November (for December Executive Meeting)	Done
All Committees:		

DECEMBER		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday December 7	Advent II - Peace Friday 12 - Carols at RUC Homes Family Event 6:30pm	
Sunday December 14	Advent III - Joy Tuesday 16 - Executive Meeting 7:00pm	
Sunday December 21	Advent IV - Love Wednesday 24 - Christmas Eve Family Service 6:00pm Wednesday 24 - Christmas Eve Communion Service 10:00pm Thursday 25 - Christmas Day	
Sunday December 28	Service of Lessons and Carols Thursday January 1 - New Years Day	
Group	Things to be done in December (for January Executive Meeting)	Done
All Committees:		
Treasurer/Stewardship	prepare budget for Executive approval	
Chairperson	Review Congregation minutes and set agenda for January	

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	Congregational Meeting	
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JANUARY		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday January 4 Epiphany		
Sunday January 11		
Sunday January 18	Congregational meeting (Budget and Eldership Nominations) Tuesday 20 - Executive Meeting 7:00pm	
Sunday January 25		
Group	Things to be done in January (for February Executive Meeting)	Done
All Committees:		
Treasurer	Arrange for Auditing of Financial Statements (typically for approval in March but have done in June)	
Executive Secretary	Compile Statistical Information for UCC when forms arrive	

FEBRUARY		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday February 1		
Sunday February 8	Anniversary Sunday	
Sunday February 15		
Sunday February 22	Tuesday 17 - Executive Meeting 7:00pm Reflections Deadline 12:00 noon	
Group	Things to be done in February (for March Executive Meeting)	Done
All Committees:		

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MARCH		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday March 1		
Sunday March 8		
Sunday March 15	Tuesday 17 - Executive Meeting 7:00pm Saturday 21 - Anti-Racism Event (Bella Rosa Theatre, Halifax West High School)	
Sunday March 22		
Sunday March 29	? Optional Congregation Meeting for Audited Financial Statements (or in June)	
Group	Things to be done in March (for April Executive Meeting)	Done
All Committees:		

APRIL		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday April 5	Palm Sunday Thursday 9 - Maundy Thursday Friday 10 - Good Friday	
Sunday April 12	Easter Sunday	
Sunday April 19		
Sunday April 26	Tuesday 21 - Executive Meeting 7:00pm Reflections Deadline 12:00 noon	
Group	Things to be done in April (for May Executive Meeting)	Done
All Committees:	Begin preparing annual reports (due May 31) prefer electronic format and also to include statement of any funds collected and expensed by the committee.	
Executive Secretary	Notify Men's Group, Women's Spirituality, and other non Executive Groups of the Annual report deadline.	

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MAY		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday May 3		
Sunday May 10	Mother's Day	
Sunday May 17	Monday 18 - Victoria Day Tuesday 19 - Executive Meeting 7:00pm	
Sunday May 24		
Sunday May 31		
Group	Things to be done in May (for June Executive Meeting)	Done
All Committees:	prepare budgets for presentation to Treasurer at June meeting	
Chairperson	Review January Congregation minutes and set agenda for June Congregational Meeting	

JUNE		
WEEK OF	EVENT (Sunday unless indicated)	
Sunday June 7		
Sunday June 14	Tuesday 16 - Executive Meeting 7:00pm	
Sunday June 21	Father's Day Congregational Meeting - slate of officers, annual report, audited financial statement if not done in March.	
Sunday June 28		
Group	To Do	Done
All Committees:		
Chairperson	Arrange to change signing officers if needed.	

Things to be done in JULY		
Group	To Do	Done

Things to be done in AUGUST		
Group	To Do	Done