Weekly Tasks Checklist

✓ Prioritize daily devotional time.
✓ Spend meaningful time with my family.
✓ Exercise at least 3 days.
✓ Systematize and schedule the connection with church members and regular attenders through phone call, text message, or handwritten cards mobilizing staff, deacons or lay leaders as necessary. Utilize multiple people and regular pre-COVID communication channels.
✓ Give special attention to church members who are hospitalized, home-bound, or in nursing homes.
✓ Debrief from the previous week’s Sunday morning service with a small group of trusted leaders.
  + What went well?
  + What needs improvement?
  + Who is responsible for making each specific improvement?
✓ Evaluate last week and plan for the next week.
  + Sermon prep.
  + Communicate with your team: every detail from start to finish.
  + Clarify duties and assignments for each individual.
  + Have team leaders debrief with their teams and report findings.
✓ Check giving trends week over week compared to last year and compared to the current budget. Communicate spending and cash flow management to ministry leaders as necessary.
✓ Evaluate daily online engagements.
  + Identify, write down, and celebrate wins from the previous week’s online engagement.
  + Clarify weekday online or social media responsibilities with church staff or lay leaders.
  + Clarify who manages daily engagement.
  + Hold staff members and lay leaders accountable.
✓ Dream and plan for the future.
  + Use the topics in this toolbox to work through one aspect of planning for the future this week.
  + Next week, build on that one area and begin planning in another.
  + Dream God-sized dreams for the future of the church.
✓ Rest.