

Month	Finances	Staff	Buildings and Grounds	2010 Calendar
January	Annual Meeting Monthly Financial report In Process: Annual Financial Statement Annual Parochial Report	Annual meeting New Vestry Members elected Rector's report	Review maintenance logs Schedule work as necessary	1/3 1 st Sunday Pageant 1/6 Special Vestry meeting 1/10 Budget discussion 1/16 Bishop's Visitation
February	Annual Parochial Report and Financial Report approved Monthly Financial Report			2/7 1 st Sunday Teamwork 2/13 Vestry retreat 2/16 Vestry mtg 2/17 Ash Wed.
March	Orientation to Financial Report, Assets, and other Resources Due 3/1: Parochial Report, Financial Report Stewardship Education Team begins meeting	Assessment of present staffing		3/1 Parochial Financial Report due 3/16 Vestry mtg
April		Identify long range staffing needs	Spring Walk-thru and maintenance	Holy Week Easter 4/20 Vestry meeting 4/24 Ministry Expo
May	Audit preparation begins Distribute audit information to Audit Team, Stewardship Education presents education theme, timeline for Fall Response Commitment campaign		Safety check	5/1 Ministry Expo Mother's Day service 5/18 Vestry mtg Pentecost Bargain Bin count-down
June	Audit team completes audit Changes/deficiencies reported to Vestry	Staff reports received by Vestry Identify budget implications "status report"	Summer mechanical check, Oil contract	BARGAIN BIN!! Graduations Father's Day service 6/15 Vestry mtg 6/27 Parish picnic

July	Audit team presents report, Audit approved Long range goals priorities established for Budget team Analyze spending priorities for previous year Liturgical planning for In-gathering	Develop Communication Plan based on budget implications	Summer maintenance, review Maintenance contracts Report financial implications to Budget Development Team	7/20 Vestry mtg
August	No Vestry meeting		Insurance review, Inventory review	8/6-8 Rock Point weekend
September	9/1 Audit due Preliminary budget presented	Staff reports received - what's on the horizon		9/1 Audit due 9/12 Welcome Back Sunday, signup, Sunday brunch 9/21 Vestry mtg
October	In-gathering of pledges		Fall walk-thru and maintenance	10/3 Blessing of the Animals 10/19 Vestry mtg Diocesan Ministry Fair days
November	Budget for next year approved Thank-you notes for commitments	Staff appreciation planned		11/5 Diocesan Convention Holiday Bazaar Fall Vestry retreat 11/25 Thanksgiving Day Advent begins
December	Focus on Annual Meeting		Winter maintenance	DEUS Sing St. Nicholas Sunday Choir caroling 12/21 Vestry mtg 12/25 Christmas

Saint Paul's Episcopal Church
White River Junction, Vermont