Daily Tasks				
Sunday		Monday		Tuesday
Turn on lights, computers, etc.		Collect Sunday materials		Follow up on Monday emails
Pull up scripts		Gather walkies		Work on upcoming events
Check audio/visual on projectors		Enter attendance in PC		Finish incomplete Monday tasks
Distribute walkies and lessons		Text reminders to Sun volunteers		
Turn off lights, computers, etc.		Email PS/Elem lessons		
		Print coloring sheets		
		PS Gospel Project Script		
		ELEM Gospel Project Script		
		PS Sunday School Script		
		PS Worship Script		
		ELEM Worship Script		
		Make copies for Wednesday PM		
		Send birthday postcards for week		
Wednesday		Thursday		
Check sanctuary scripts if ready		Gather Wednesday materials		
Set up laptop for GP		Enter attendance in PC		
Set up Wednesday Check In		Send PG GP recap and lesson		
Work on upcoming events		Proof worship guide		
Finish incomplete Monday tasks		Check sanctuary scripts		
		Turn in supply checklist		
		Order needed supplies		
		Prep goldfish bags for PS SS		