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| **Mo** | **Financial stewardship** | **Leadership stewardship** | **Buildings and Grounds stewardship** | **Congregational Calendar** |
| Jan | Begin Parochial Report and Annual Financial Report | New Vestry Members electedRector’s report | Review maintenance logs Schedule work as necessary | Annual Meeting |
| Feb | Annual Parochial Report and Annual Financial Statement reviewed and approved |  |  | Vestry Orientation |
| March | Orientation to Financial Report, Assets, and other ResourcesDue 3/1: Parochial Report, Financial Report Stewardship Education Team recruited | Assessment of present leadership needs and Identify long range leadership needs |  |  |
| April |  |  | Spring Walk-thru and maintenance | Diocesan Ministry ExpoEaster |
| May | Distribute audit information to Audit Team,Stewardship Education presents education theme, timeline for Fall Commitment campaign |  | Safety check |  |
| June | Audit team completes auditChanges/deficiencies reported to Vestry | Leadership reports received by VestryIdentify budget implications“status report” | Summer mechanical check, Oil contract |  |
| July | Audit team presents report,Audit approvedLong range goals priorities established for Budget and stewardship teamAnalyze spendingpriorities for previous yearLiturgical planning for In-gathering | Develop Communication Plan /budget implications | Summer maintenance, review Maintenance contractsReport financial implications to Budget Development Team |  |
| August | No Vestry meeting |  | Insurance review, Inventory review |  |
| Sept | 9/1 Audit duePreliminary budget presented |  |  | Welcome Back! |
| Oct |  |  | Fall walk-thru and maintenance | Ministry FairsSt. Francis DayIn-gathering of pledges |
| Nov | Budget for next year approvedThank-you notes for commitments | Staff appreciation planned |  | Diocesan ConventionAll Saints DayThanksgivingChrist the King Day |
| Dec | Plan Annual MeetingCelebrate! |  | Winter maintenance |  |