

Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications	Monthly Facebook Communications
Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications	Companero's Communications
Communication to Community			Host Coffee Hour		Communication to Community						College Scholarship Contribution Communication	

Administration

Monthly Meeting: 1/19	Monthly Meeting: 2/16	Monthly Meeting: 3/16	Monthly Meeting: 4/20	Monthly Meeting: 5/04	Monthly Meeting: 6/15	Monthly Meeting: 7/20	Monthly Meeting: 8/17	Monthly Meeting: 9/21	Monthly Meeting: 10/19	Monthly Meeting: 11/16	Monthly Meeting: 12/21
		Identify New Committee Members								Set Next Year's Goals	
										Annual Summary	

No.	Association Project/Accountability	Committee Member	Timeframe
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Delegation Planning and Execution

1	Delegation Dates: Select and coordinate delegation dates with Companero's Trip Planner.	Delegation Lead	Jan/Aug
2	Delegation Sign-Up Deadline: Select a date two months in advance for the sign-up deadline to get best airfare.	Delegation Lead	Apr/Now
3	Delegation Plane Tickets: Gather delegate passport information and coordinate airfare schedule and purchase of tickets. Collect airfare funds from each delegate.	Delegation Lead	May/Dec
4	Delegation Agenda: Create and finalize delegation agenda with Mission Co-Worker.	Delegation Lead	Jan/Jan
5	Delegation Budget: Mission Co-Worker provide delegation budget. Communicate the remaining cost to the delegate and select date the delegate needs to send to church.	Delegation Lead	Jan/Jan
6	Delegation Meeting Agendas: Draft and finalize agendas for in-country meetings with communities and committees. Send to the Mission Co-Worker to review with the Pastoral Team prior to the meetings. Confirm and validate the meetings are set up.	Committee	Jan/Jan
7	Reflection Theme: Create theme to discuss for daily reflection time	Pastor	Jan/Jan
8	Pre-Trip Delegation Meeting: Discuss delegation expectations and answer any additional questions	Delegation Lead	Jan/Jan
9	Delegation: Delegation trip to El Salvador	Delegation Lead	Feb/Jul
10	Delegation Feedback Survey: The delegation leader will hand out the feedback survey to each delegate at the airport on the way home. The leader will collect surveys when they land. The delegation leader will gather the information for the committee to review.	Delegation Lead	Mar/Aug
11	Post-Trip Delegation Meeting: Discuss reflections after return home and plan for church message agenda	Delegation Lead	Mar/Aug
12	Delegation Trip Report: Create trip report to summarize the delegation experience to share with the congregation	Delegation Lead	Apr/Sep
13	Delegation Church Message: Share the experience with the congregation	Delegation Lead	Apr/Sep

Financial

14	Monthly Financial Process: Update monthly financial operations spreadsheet.	Treasurer	December
15	Submit Teacher Salary: Send request to church treasurer with the amount and category bucket to wire funds from the Presbytery office to the Pastoral Team.	Treasurer	Jan/Mar/Jan
16	Submit Scholarship Funds: Send request to church treasurer with the amount and category bucket to wire funds from the Presbytery office to the Pastoral Team.	Treasurer	Jun/Dec
17	Create Committee Budget: Create and submit committee budget to the church stewardship committee. Answer questions from stewardship.	Treasurer	November

Communications

18	Monthly Newsletter: Submit monthly newsletter article to the church office by the 15th of every month.	Comm. Lead	December
19	Monthly Website Communication: Update the committee website with new documents, events, or current information.	Comm. Lead	December
20	Monthly Facebook Communication: Update the committee website with new documents, events, or current information.	Comm. Lead	December
21	Companero's Communication: Update the committee on key projects, events, and activities.	Companero's Liaison	December
22	Communication to Community: Write a letter to the communities to thank them for hosting us and continue building our relationship while we are not travelling	Committee	xxx
23	Host Coffee Hour: Host the coffee hour (treats & coffee) every Sunday in a selected month to bring awareness to the congregation about the committee.	Committee	xxx
24	College Scholarship Contribution Communication: Send a reminder to the college scholarship contributors to mail in committed funds.	Treasurer	October

Administration

25	Monthly Meeting: Discussion to review open and action items, financial statements, and status of projects for the committee members to be aware.	Chair	December
26	Identify New Committee Members: Meet with potential new members to discuss the role and opportunity of being on the committee.	Committee	April
27	Set Next Years Goals: What do we need to achieve?	Committee	December
28	Annual Summary: Create summary of accomplishments for the year and submit to the church office by given deadline.	Secretary	November