


# IV. School Ministry Management Tools




## School Ministry Tool Kit

All you Need is Love!


### Calendar of Events Sample (Templates IV E)

<div> <div>SMBC  SME</div> <div>August 2017</div> </div>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Organize School Supplies	Deliver School Supplies			
6 School Ministry Commissioning in Worship Service	7 TEACHER FIRST DAY	8 8:30 AM Staff Breakfast SME Cafe	STUDENT FIRST DAY			
13 Provide Roster of Teachers & Vols. to Church	14	15	Church Wed. Dinners Resu			


  

<div> <div>SMBC  SME</div> <div>July 2017</div> </div>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 July 4th Holiday	4	5 Set Up SM Display in Sanctuary Foyer	6	7 Prepare Volunteer Orientation	8
9	10	11	12	13	14	15

<div> <div>SMBC  SME</div> <div>June 2017</div> </div>			
Sunday	Monday	Tuesday	Wednesday
4	5	6	Order Kleenex Lysol Wipes (1 Case of each per Teacher)
11	12	13	
18	19 Submit 2016-17 SM Annual Report to Church Newsletter	20	
25	26	27	

<div> <div>SMBC  SME</div> <div>May 2017</div> </div>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Plan EOY Staff Breakfast with Church Cooks	2 Schedule BOY Staff Breakfast, Volunteer Orientation for 2017-18	3 -Order Copy Paper for 1st Semester 2017-18 -Prepare Note to Teachers w/ Paper	4 Plan Church Work Day at School in July	5 NO SCHOOL Teacher Prof. Dev. Day	6
7	8 STATE TESTING	9 STATE TESTING	10 STATE TESTING	11 STATE TESTING	12 STATE TESTING	13
14	15	16	17	18	19	20
21	22	23 School Awards Day Programs Prepare Drinks & Cooler	24 Deliver Drinks STUDENT FINAL DAY 10 a.m. 5th Grade Promotion	25 TEACHER FINAL DAY 9 AM Staff & Vol. Breakfast	26	27
28	29	30	31			

a gift from the School Ministry of

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