

2016 CALENDAR OF EVENTS

April 3-8 Spring Revival

April 17 Inspirational Choir

March 20 Missionary Society Purple and White

March 13-Sunbeam Choir Anniversary

May 1- 150th Senior Gospel Choir Anniversary | 2:30 p.m.

May 8- Mother's Day Observation

June 8-10 -150th Church Anniversary | Culminates on June 12

June 20-24 -Vacation Bible School 6-8 p.m.

August 14-19 - Summer Revival 7 p.m.

August 20- Church Reserved for Wedding

September 17 - Male Chorus Anniversary – 6 p.m.

September 25 - Family and Friends Day 11 a.m.

October 2 - Missionary Society 58th Anniversary 2 p.m.

October 23 – Ushers' Anniversary – 2p.m.

December 18 - Children's Christmas Program

December 25 - **Christmas Day will fall on a Sunday this year.**

December 31-Watch Night Service

Responsibilities for Distribution

1. Announcements for all church (events) should be emailed to the (local media) Times and Democrat, The Advertiser Herald, The People Sentinel and WSSB Gospel Radio at least 2-3 weeks in advance.
2. The church website should be updated monthly.
3. Letters for church programs should go out 5-6 weeks before the event. The name of the church should be typed in (not written).
4. Confirmation letters for the guest pastors must go out 5-6 weeks in advance or as soon as you are notified of a guest pastor by our pastor.
5. The church's annual calendar should be finalized by January 1.
6. The table cloths should be cleaned prepared for the next church event.
7. Prepare programs (bulletins) for auxiliaries that need assistance.
8. Keep a calendar of all scheduled events of the church.
9. Order the food for the church's major functions and submit check request.
10. Pay the church's annual website dues and submit check request/check reimbursement to finance. The annual fee is due in June of every year.
11. Order the copy paper for the church. Lisa had a system down for 2 orders per year. This saved the church hundreds of dollars/year.
12. Change the pulpit flower from purple to white on communion Sunday and back on the 3rd Sunday.
13. Collect the Youth Readers from Beverly on Youth Sunday.
14. Remind Pastor Keitt every 4-5 weeks to change the Responsive Reading.
15. Update the Church's History Quarterly with new Church happenings.
16. Remember to take off all old announcements from church bulletin and add new ones each week.
17. Make special bulletins for special occasions: July 4th, Memorial Day, Christmas, Advent, etc.
18. Prepare for Advent Season.

19. Remember to remind church members about Scholarship Rally Sundays on 5th Sundays.
20. Remind guest preachers about W9s and complete check requests.
21. Prepare and submit each Sundays program to Pastor and others for review, omissions and correction. Ensure programs are copied for each Sunday service.
22. Type and print programs for Revivals, Church Anniversary and Family and Friends Day along with any other special program.
23. Keep the church abreast of upcoming church events and upcoming speaking engagements for the pastor.
24. Keep the church abreast of upcoming church/invitations by way of the church bulletin.
25. Prepare agendas for meeting.

For Encouragement

Colossians 3:23-25

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Anyone who does wrong will be repaid for their wrongs, and there is no favoritism.

1 Thessalonians 4:11

...and to make it your ambition to lead a quiet life: You should mind your own business and work with your hands, just as we told you, (NIV)

So then, my brothers and sisters, dear friends whom I long to see, my joy and crown, stand in the Lord in this way, my dear friends!

Phillipians 4: 1-7

I appeal to Euodia and to Syntyche to agree in the Lord. Yes, I say also to you, true companion, help them. They have struggled together in the gospel ministry along with me and Clement and my other coworkers, whose names are in the book of life. Rejoice in the Lord always. Again I say, rejoice! Let everyone see your gentleness. The Lord is near! Do not be anxious about anything. Instead, in every situation, through prayer and petition with thanksgiving, tell your requests to God. And the peace of God that surpasses all understanding will guard your hearts and minds in Christ Jesus.

Finally, brothers and sisters, whatever is true, whatever is worthy of respect, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if something is excellent or praiseworthy, think about these things. And what you learned and received and heard and saw in me, do these things. And the God of peace will be with you.