

Carol's Church Community, Office and Communication Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-1:30 Worship and Community	Sabbath	9:00- 10:00 Closed Office Day Prep	9:00- 10:00 Closed Office Day Prep	9:00- 10:00 Closed Office Day Prep	9:00- 10:00 Closed Office Day Prep	9:00-12:00 Schedule as needed for trainings, events, meetings, counseling, etc.
2:00-3:00 Lunch with Family	I will not be available so I can rest	10:00-12:00 Formation Ministry Meeting Rev. Bill Mauldin	10:00-12:00 Administration Meeting Elise Odell	10:00-12:00 Closed Office Sermon Prep	10:00-12:00 Closed Office Emails/Calls/Text	12:00-7:00 Home
3:30-7:00 Bible Study Prep and Class		12:00-1:00 Lunch(open to meet)	12:00-1:00 Lunch	12:00-1:00 Lunch	12:00-1:00 Lunch(open to meet)	7:00-10:00 Worship Prep
7:30 – 10:00 Home		1:00-2:30 Worship Planning Meeting Leanne Seabright	1:00-4:00 Closed Office Emails/Calls/Text	1:00-4:00 Pastoral Care Appointments Please Schedule to ensure availability Monthly: 1:00-3:00 Staff Meetings	1:00-3:00 Closed Office Ministry Planning and Writing 3:00-5:00 Open Office Drop Ins Emails/Calls/Text between visits	
		3:00-6:00 Open Office Drop Ins Emails/Calls/Text between visits	4:30-6:30 Mom Duty	4:30-10:00 Home	6:00-10:00 Home	
		6:00-6:30 Dinner	7:00-10:00 Ministry Planning Meetings w/ Team Leaders Please Schedule to ensure availability			
		7:00-10:00 Scheduled Ministry Team Meetings				
10 hours minimum		13 hours	11 hours	7.5 hours	8 hours	3 hour minimum

Schedule is adjusted when: North Texas Conference or District meetings, trainings, required appointments are mandated/Pastoral Care crisis or emergency/Ministry needs or events conflict

Schedule Key:

Closed Office Hours are “Do Not Disturb” Hours

Open Office Hours is on a first come first served basis – I will be handling desk work and emails during this time as well.

This time is open for appointments for ministry planning purposes

Home Time – I will not answer phone/text/emails. I will not schedule meetings, appointments or dinners. This will be my designated quality family time.

Saturday Worship Prep will be done in home office

Weekly Time Allocation:

Open Office Hours – Five (5) hours per week

Email/Calls/Text Response Hours – Five (5) closed office hours and Five (5) open office hours

Wednesday and Fridays – designated email slots Monday and Fridays – variable email slots

Pastoral Counseling Hours – Three (3) hours per week by appointment

Lay Leadership Meeting Availability – Three (3) hours by appointment and Five (5) hours during open office hours

Professional Staff Meeting Availability – Six (6) hours per week and Two (2) hours per month for staff meeting

Total hours per week as scheduled – 52.5

As we all get accustomed to these structured hours, I want to reduce my schedule by 7.5 hours for a 45 hour work week.

Schedule Time out of the office:

Annual Conference in June

Clergy Retreat in October

Two Day Worship/Sermon Planning – twice a year

Vacation - three weeks per year