

Parish Office Wednesday, Thursday, Friday

Daily Minimum Office Task Checklist

Wednesday...	Thursday...	Friday...	As Needed...
<input type="radio"/> Check emails & wall mailbox	<input type="radio"/> Check emails & wall mailbox	<input type="radio"/> Check emails & wall mailbox	<input type="radio"/> Update Calendar
<input type="radio"/> Check Messages from other staff	<input type="radio"/> Complete next week's bulletin	<input type="radio"/> Prepare Mass collection bags	<input type="radio"/> Order Supplies as Needed
<input type="radio"/> Transfer Homily audio file to PC	<input type="radio"/> Get Mail from Street	<input type="radio"/> Cleaning of bathroom if necessary	<input type="radio"/> Coordinate Water Delivery
<input type="radio"/> Make a video out of the audio file	<input type="radio"/> Receive new Bulletins	<input type="radio"/> Prepare Mass Announcements	<input type="radio"/> Distribute Pay Stubs
<input type="radio"/> Upload the homily video to YouTube	<input type="radio"/> Place Bulletin in folder for binding	<input type="radio"/> Prepare Mass Intentions sheet	<input type="radio"/> Vestibule Volunteer Signup Sheet
<input type="radio"/> Post video link to Facebook, Insta, and Website	<input type="radio"/> Place Bulletin in back desk file	<input type="radio"/> If visiting priest, add GIA intercessions	<input type="radio"/> Prepare Funeral Planning Packets
<input type="radio"/> Check recorder battery (replace if nec.)	<input type="radio"/> Place Bulletin in Monsignor inbox	<input type="radio"/> Insert Announcements and Intercessions into sacristy binder	<input type="radio"/> Observer Death Announcements
<input type="radio"/> Return recorder to Monsignor's inbox	<input type="radio"/> Mail out remote bulletins	<input type="radio"/> Place Bulletins in Church	Annual
<input type="radio"/> Submit Bulletin Before Noon	<input type="radio"/> Water Plants	<input type="radio"/> Leave notes for other staff	<input type="radio"/> Set Up Mass Record Book: People of God Mass Every Weekend - A&R rotate first weekend of month - KoC rotate monthly first weekend of month - com.service thursdays - Easter, New Years, Christmas Mass
<input type="radio"/> Start on next week's bulletin	<input type="radio"/> Update Flocknote as needed	<input type="radio"/> Clear up paperwork	
<input type="radio"/> Transcribe Pastor's message (if avail.)	<input type="radio"/> Update Website as needed	<input type="radio"/> Update Sign	
<input type="radio"/> Add pastor's message to Website blog	<input type="radio"/> Update Facebook as needed	<input type="radio"/>	<input type="radio"/> Modify Outgoing Phone Message for Christmas and Easter Season Mass Schedules
<input type="radio"/> Add pastor's message to file - back desk	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Advent Mailing
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Easter Mailing

- Clerical and Cemetery duties as they arise
- Receive and distribute Packages
- Prepare Printed Poster and Informational Materials
- Maintain communication with Pastor and staff
- Maintain Website On-Line Prayer List