Month 1 (October) – [Begin Second Quarter]
• Review Annual Conference Business – Stewards should try to attend Annual Conference
• Review Duties/Expectations of Stewards (Prepare for possible re-nomination)
• Review Stewardesses Roll & Potential New Stewardesses
• Review Junior Stewards & Potential New Junior Stewards
• Review First Quarter Reports
• Review Potential "New Year" Goals
• Brainstorm/Review Plans to Raise Conference Claims
• Plan for "New Year" Church Conference
• Discuss upcoming Episcopal District Planning Meeting (and lay representation)
• IF New Pastor - Review/Negotiate Pastor's Salary & Upkeep
• IF new pastor – A welcome should be planned
• If new pastor – assist with transitional information and introduction to existing situation

Month 2 (November)
• Review ED Planning Meeting Business
• Plan for First Quarter Meeting w/PE
• Reach consensus on Potential Steward
• Delegate to District Conference
• Review/Set Plans to Raise Conference Claims
• Plan for "New Year" Calendar Meeting
• Discuss upcoming PE District Planning Meeting (and lay representation)

Month 3 (December)
• Review First Quarterly Conference Meeting
• IF New Stewards Confirmed, then confirm Stewardess Board
• IF New Stewards Confirmed, then confirm Junior Steward Board (and plan/suggest new year goals)
• Review PE Planning Meeting Business
• Plan New Calendar Year Stewardship Goals
• Review Previous Calendar Year Goals/Work

Month 4 (January) – [Begin Third Quarter]
• Review Second Quarter Reports
• Review Membership Roll (Class Leader's Report)
• Review Conference Claims Raised
• Begin New Fiscal Year Budget Planning (July 1 - June 30)

Month 5 (February)
• Plan for Second Quarter Meeting w/PE
• Discuss upcoming Episcopal District Mid-Year Convocation (and lay representation)
• Finalize Report to the Mid-Year Convocation
• Discuss upcoming District Conference
• Continue Membership Roll Review
• Continue New Fiscal Year Budget Planning (July 1 - June 30)

Month 6 (March)
• Review Second Quarterly Conference Meeting
• Finalize Membership Roll (to be forwarded to the Official Board)
Finalize New Fiscal Year Budget Planning (to present to Church Conference)

**Month 7 (April) – [Begin Fourth Quarter]**
- Review Third Quarter Reports
- Review Mid-Year Convocation Business
- Review District Conference Business
- Review Conference Claims Raised

**Month 8 (May)**
- Plan for Third Quarter Meeting w/PE
- Prepare for end of Fiscal Year
- Make any New Fiscal Year Budget changes/adjustments based on recommendations before final Church Conference vote
- Discuss upcoming Sunday School Convention (and lay representation)

**Month 9 (June) – [End Fiscal Year]**
- Review Third Quarterly Conference Meeting
- Stewards’ Performance Review of the Pastor
- Begin Data Collection/Review for End of Fiscal Year Report (and Pastor’s Annual Report)
- Discuss upcoming ED Christian Education Event (and lay representation)

**Month 10 (July) – [Begin First Quarter] [Begin Fiscal Year]**
- Review Fourth Quarter Reports
- Review Sunday School Convention Business
- Review Conference Claims Raised
- Finalize End of Fiscal Year Report (and Pastor’s Annual Report)

**Month 11 (August)**
- Review ED Christian Education Event
- Review Pastor’s Report to the Annual Conference
- Review other Pastor’s Reports to the Bishop/PE
- Plan for Fourth Quarter Meeting w/PE

**Month 12 (September)**
- Review Fourth Quarterly Conference Meeting
- Prepare for Annual Conference
- Review Previous Conference Year

**Ongoing Business Each Month/Session:**
- Review/Establish Official Board Agenda/Business
- Review Church Conference Agenda/Business (if applicable)
- Review Trustee Board Business
- Review Stewardesses Board Needs/Requests
- Review Other Ministries/Organizations
- Review Upcoming Events, Christian/Seasonal Calendar Plans, etc. (if applicable, not covered by Official Board)
- Confirm Record Keeping (Were Conversions, Baptisms, New Members, Weddings, Funerals/Deceased, etc. for that month/period recorded?)
- Report to the Pastor on issues/matters
- Counsel the Pastor on issues/matters