

Monday

process guests/attendance/prayer
contact visitors
make notes on Sunday
upload scripture doc and sermon audio
order of worship outline (Sunday)
Do Wednesday Order
agenda for Tuesday worship meeting
do sermon questions sheet

Tuesday

schedule FB posts
check on analytics
fill in order of worship
build in sermon boxes
outline Wednesday message

Wednesday

email out Order of Worship
rough outline of Sun. sermon

Thursday

print out orders of worship
create reader/liturgist document