

**Officer of the Week Schedule
2018**

**The Officer of the Week duties:**

***The Officers of the Week*** are the lead persons on grounds, ***For The Week.*** You are required to visit the evening ministries beginning the week of your Sunday **(Sun.-Thur. in most cases).**

***The Steward of the Week***

* In the absence of the Pastor you are responsible for all ministries.
* You are to receive the tithes and offerings at both services during the offering period with the Trustee of the Week.
* You are to visit all evening ministries beginning the week of your Sunday and be prepared to share information on them in the Steward Board Meeting.
* Steward of the Week is to be wherever the Pastor is preaching in town that week.

***The Trustee of the Week***

* There will be 2 Trustees of the Week each week to cover the Allen ministries.
* You are the lead person for all building issues, including insuring that the building is secure.
* You are to insure that the lights and Heating & Air units are turned on ***and off*** on Sunday at appropriate times ***and for the evening ministries during your week. No one should be on premises beyond 9 pm.***
* Trustees of the Week will receive the tithes and offerings during the offering period with the Steward of the Week.

***Both Steward & Trustee of the Week***

* You are to receive the Tithes & Offerings in ***All*** services of that day. Whatever duties or positions you fulfill in the church, your Officer of the Week duties come first!!!

Substitutions must be called in to the church office by Wednesday of the prior week yet you are responsible for your duties being carried out by the person you choose to replace you.

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| ***Date*** | ***Steward*** | ***Trustees*** |
| 12/10 | Ann Walker | Kenneth McWilliamsJesse Boozer |
| 12/17 | Yolanda Bledsoe | Paris BridgesHelen Matthews |
| 12/24 | Cathy Trotter | Calvin ClarkJames Triplett |
| 12/31 | Elaine McDonald | Mack OliverMarcus Clark |
| 1/25 | William Peay | Joan DavisJesse Boozer  |
| 1/7 | Scott Breckenridge | Kenneth McWilliamsMichelle Allert |
| 1/14 | Curtis Rice | Mack OliverMarcus Clark |
| 1/21 | Mary Green | James TriplettEffenus Henderson |
| 1/28 | Bessie Matthews | Greg SmithCalvin Clark |
| 2/4 | Wanda Griffin | Leon GloverHelen Matthews |
| 2/11 | Margaret Maddox | Paris BridgesJesse Boozer |
| 2/18 | Curtis Rice | Artis CollinsJoan Davis |
| 2/25 | Ann Walker | Mack OliverMarcus Clark |
| 3/4 | Cathy Trotter | Joan DavisEffenus Henderson |
| 3/11 | William Peay | Greg SmithJesse Boozer |
| 3/18 | Bessie Matthews | Leon GloverCalvin Clark |
| 3/25 | Mae Maddox | Michelle AllertParis Bridges |
| 4/1 | Yolanda Bledsoe | Marcus ClarkKenneth McWilliams |
| 4/8 | Elaine McDonald | Mack OliverJoan Davis |
| 4/15 | Ann Walker | Artis CollinsCalvin Clark |
| 4/22 | Yolanda Bledsoe | James TriplettParis Bridges |
| 4/29 | Cathy Trotter | Leon GloverJesse Boozer |
| 5/6 | Elaine McDonald | Helen MatthewsArtis Collins |
| 5/13 | William Peay | Effenus HendersonMichelle Allert |
| 5/20 | Scott Breckenridge | Kenneth McWilliamsMack Oliver |
| 5/27 | Curtis Rice | Greg SmithJames Triplett |
| 6/3 | Mary Green | Leon GloverHelen Matthews |
| 6/10 | Bessie Matthews | Marcus ClarkJoan Davis |
| 6/17 | Wanda Griffin | Calvin ClarkParis Bridges |
| 6/24 | Margaret Maddox | Jesse BoozerArtis Collins |
| 7/1 | Curtis Rice | Michelle AllertMarcus Clark |
| 7/8 | Ann Walker | Effenus HendersonKenneth McWilliams |
| 7/15 | Cathy Trotter | Joan DavisArtis Collins |
| 7/22 | William Peay | Helen MatthewsMack Oliver |
| 7/29 | Bessie Matthews | Calvin ClarkJesse Boozer |
| 8/5 | Mae Maddox | Leon GloverGreg Smith |
| 8/12 | Yolanda Bledsoe | Paris BridgesJames Triplett |
| 8/19 | Elaine McDonald | Michelle AllertJesse Boozer |
| 8/26 | Scott Breckenridge | James TriplettKenneth McWilliams |
| 9/2 | Mary Green | Marcus ClarkJoan Davis |
| 9/9 | Wanda Griffin | Effenus HendersonMack Oliver |
| 9/16 | Curtis Rice | Artis CollinsHelen Matthews |
| 9/23 | Ann Walker | Calvin ClarkLeon Glover |
| 9/30 | Cathy Trotter | Greg SmithParis Bridges |
| 10/7 | William Peay | Joan DavisJesse Boozer  |
| 10/14 | Bessie Matthews | Kenneth McWilliamsMichelle Allert |
| 10/21 | Mae Maddox | Mack OliverMarcus Clark |
| 10/28 | Yolanda Bledsoe | James TriplettEffenus Henderson |
| 11/4 | Elaine McDonald | Artis CollinsCalvin Clark |
| 11/11 | Wanda Griffin | Leon GloverHelen Matthews |
| 11/18 | Margaret Maddox | Paris BridgesJesse Boozer |
| 11/25 | Curtis Rice | Greg SmithJoan Davis |
| 12/2 | Ann Walker | Kenneth McWilliamsMarcus Clark |
| 12/9 | Scott Breckenridge | Michelle AllertMack Oliver |