

**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 McWilliams  Jesse Boozer |
| 12/17 | Yolanda Bledsoe | Paris Bridges  Helen Matthews |
| 12/24 | Cathy Trotter | Calvin Clark  James Triplett |
| 12/31 | Elaine McDonald | Mack Oliver  Marcus Clark |
| 1/25 | William Peay | Joan Davis  Jesse Boozer |
| 1/7 | Scott Breckenridge | Kenneth McWilliams  Michelle Allert |
| 1/14 | Curtis Rice | Mack Oliver  Marcus Clark |
| 1/21 | Mary Green | James Triplett  Effenus Henderson |
| 1/28 | Bessie Matthews | Greg Smith  Calvin Clark |
| 2/4 | Wanda Griffin | Leon Glover  Helen Matthews |
| 2/11 | Margaret Maddox | Paris Bridges  Jesse Boozer |
| 2/18 | Curtis Rice | Artis Collins  Joan Davis |
| 2/25 | Ann Walker | Mack Oliver  Marcus Clark |
| 3/4 | Cathy Trotter | Joan Davis  Effenus Henderson |
| 3/11 | William Peay | Greg Smith  Jesse Boozer |
| 3/18 | Bessie Matthews | Leon Glover  Calvin Clark |
| 3/25 | Mae Maddox | Michelle Allert  Paris Bridges |
| 4/1 | Yolanda Bledsoe | Marcus Clark  Kenneth McWilliams |
| 4/8 | Elaine McDonald | Mack Oliver  Joan Davis |
| 4/15 | Ann Walker | Artis Collins  Calvin Clark |
| 4/22 | Yolanda Bledsoe | James Triplett  Paris Bridges |
| 4/29 | Cathy Trotter | Leon Glover  Jesse Boozer |
| 5/6 | Elaine McDonald | Helen Matthews  Artis Collins |
| 5/13 | William Peay | Effenus Henderson  Michelle Allert |
| 5/20 | Scott Breckenridge | Kenneth McWilliams  Mack Oliver |
| 5/27 | Curtis Rice | Greg Smith  James Triplett |
| 6/3 | Mary Green | Leon Glover  Helen Matthews |
| 6/10 | Bessie Matthews | Marcus Clark  Joan Davis |
| 6/17 | Wanda Griffin | Calvin Clark  Paris Bridges |
| 6/24 | Margaret Maddox | Jesse Boozer  Artis Collins |
| 7/1 | Curtis Rice | Michelle Allert  Marcus Clark |
| 7/8 | Ann Walker | Effenus Henderson  Kenneth McWilliams |
| 7/15 | Cathy Trotter | Joan Davis  Artis Collins |
| 7/22 | William Peay | Helen Matthews  Mack Oliver |
| 7/29 | Bessie Matthews | Calvin Clark  Jesse Boozer |
| 8/5 | Mae Maddox | Leon Glover  Greg Smith |
| 8/12 | Yolanda Bledsoe | Paris Bridges  James Triplett |
| 8/19 | Elaine McDonald | Michelle Allert  Jesse Boozer |
| 8/26 | Scott Breckenridge | James Triplett  Kenneth McWilliams |
| 9/2 | Mary Green | Marcus Clark  Joan Davis |
| 9/9 | Wanda Griffin | Effenus Henderson  Mack Oliver |
| 9/16 | Curtis Rice | Artis Collins  Helen Matthews |
| 9/23 | Ann Walker | Calvin Clark  Leon Glover |
| 9/30 | Cathy Trotter | Greg Smith  Paris Bridges |
| 10/7 | William Peay | Joan Davis  Jesse Boozer |
| 10/14 | Bessie Matthews | Kenneth McWilliams  Michelle Allert |
| 10/21 | Mae Maddox | Mack Oliver  Marcus Clark |
| 10/28 | Yolanda Bledsoe | James Triplett  Effenus Henderson |
| 11/4 | Elaine McDonald | Artis Collins  Calvin Clark |
| 11/11 | Wanda Griffin | Leon Glover  Helen Matthews |
| 11/18 | Margaret Maddox | Paris Bridges  Jesse Boozer |
| 11/25 | Curtis Rice | Greg Smith  Joan Davis |
| 12/2 | Ann Walker | Kenneth McWilliams  Marcus Clark |
| 12/9 | Scott Breckenridge | Michelle Allert  Mack Oliver |