

Week of: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING							

FUNCTIONS OF A PASTOR

FT @ 10-12 units per week * 3/4T @ 8-9 units per week * 1/2T @ 4-5 units per week

Worship and Worship Follow-up	2 units a week
Sermon and Worship Prep	2 - 4 units a week
Holidays and Special Services	2 – 4 units a week
Bible Study, Small Groups	1 - 2 units a week
Bible Study/Class Prep	1 unit a week
Leadership Development	1 - 2 units a week
Administration	½ - 2 units a week
Guest Follow-up	½ - 1 unit a week
Congregational Visitation	1 - 2 units a week
Other Pastoral Care	1 - 2 units a week
Hospital and Emergency Follow-up	½ - 7 units when occur
Funerals	2 - 6 units when occur
Weddings	3 - 5 units when occur
Strategic Planning, Visioning, and Prayer	1 - 2 units a week

Don't Forget: Evangelism
Stewardship
Communication (newsletter, prayer chains, bulletin, email)