

# United Evangelical Church

## To Do List

7/7/07

- Seek out suitable nonprofit organizations to occupy school building
- Explore grant money and funding sources for school building conversion – submit applications
- Design and produce flyer for space available in school building
- Clean up school building – sell or haul away items no longer needed
- Develop schedule for school building modification and renovation – design spaces
- Act as liaison person between Church and Nonprofit Center Network
- Attend Canton Community Association meetings and report back to council
- Further develop and maintain church website
- Update church membership list – categories: active, inactive, shut-ins, friends
- Inventory all locks in buildings and match up with keys
- Change and maintain outside church and school building signs
- Find someone to repair cracked windows in Fellowship Hall & kitchen
- Check heating & A/C thermostats periodically for correct settings and programming
- Advertise for and interview candidates for position of Church Secretary
- Host weekly practice sessions for aspiring musicians and combos
- Disconnect, disassemble and clean ice making machine
- Do monthly walkthrough of buildings & make list of maintenance & repair items required
- Purchase and place large flower pots with bright flowers on each side of church front steps
- Maintain flower pots in front of church – water, weed & clean weekly or more frequently