

## General Coordinator's Monthly Self-Check Sheet

	Yes	No
My attendance in service this month (%):		
Did I set the agenda and facilitated the bi-monthly Admin meeting with grade coordinators & priests?		
Did I outreach some of the youth servants this month?		
Did I collect the coordinators' Monthly Update sheet?		
Did I attend in different classes/groups this month?		
Did I ensure <u>clear</u> & <u>timely</u> communication release to youth/servants/parents re upcoming activities/events?		
Did I check with lead servants on their service/feedback/needs?		
Did I check next month service schedule & informed servants with changes?		
Did I ensure that servants' meeting & all aspects of service are running well?		

### Check:

#### Regular all year-round Services:

1. Discipleship Group
2. Servants' Meeting / Admin Meeting
3. My O.S.
4. Groups/Classes
5. Uth Connect Social Hour
6. Trips/Activities/Events
7. Bi-monthly Youth Outreach Event
8. Parents' nights/meeting
9. IT & Admin services
10. St. Verena Community Services
11. Saturday Bible Study
12. Curriculum & Youth Resource Team
13. DNA service
14. Youth Ministry Certification Program (YMCO)



#### Seasonal Services:

15. New Year's Eve Celebration / Christmas & Easter Day Parties
16. Grade 12 Graduation
17. Mix Summer Competitions