Free worship team scheduling checklist

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Before you draft

- [ ] Write down services, roles and maximum consecutive Sundays
- [ ] List every volunteer and trained roles
- [ ] Collect availability for the quarter

Build

- [ ] Fill the hardest roles first
- [ ] Name a backup for every role
- [ ] Count assignments per person to check fairness

Publish

- [ ] Publish at least four weeks ahead in one location
- [ ] Send a midweek reminder
- [ ] Share the swap policy with everyone

Review

- [ ] Ask the team what felt heavy
- [ ] Give extra rest to anyone over-scheduled
- [ ] Update the rotation for next quarter

Notes: _____

Full pack: 2027 Church Volunteer Schedule Template (editable Excel & Word), etsy.com/listing/4596296825