CHURCHOS STORE · FREE SAMPLER

Sunday Run Sheet *& 2027 Calendar Poster*

A free sampler from the ChurchOS Store: a run sheet that puts a whole service on one page, a weekly office checklist, and the 2027 church year on one poster.

INSIDE

- Sunday run sheet, full version (page 2)
- Sunday run sheet, two services on one page (page 3)
- Weekly church office checklist (page 4)
- 2027 church year poster (page 5)

THE 2027 CHURCH YEAR



- **Christmas** 1 Jan–6 Jan · 6 d
- **Season after Epiphany** 7 Jan–9 Feb · 34 d
- **Lent** 10 Feb–27 Mar · 46 d
- **Easter** 28 Mar–15 May · 49 d
- **Pentecost** 16 May · 1 d
- **Season after Pentecost** 17 May–27 Nov · 195 d
- **Advent** 28 Nov–24 Dec · 27 d
- **Christmas** 25 Dec–31 Dec · 7 d

HOW TO USE THIS

1. Fill in the run sheet by Thursday and send it to everyone leading on Sunday: music, sound, screens, children, welcome.
2. Print a copy for the lectern, the sound desk and the welcome table.
3. Work through the office checklist each week; add your own jobs at the bottom.
4. Pin the poster up in the office or vestry so every planner can see the season ahead.

Free to print as many copies as your church needs. The full planner, welcome, rota and giving kits are at churchos.valorgroups.org/store.

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SUNDAY RUN SHEET

Sunday run sheet

DATE _____ SERVICE TIME _____ SUNDAY / SEASON _____

SERVICE LEADER _____ PREACHER _____ THEME / SERIES _____

TIME	ITEM	LED BY	SOUND AND MUSIC	SCREENS AND SLIDES	NOTES
	Doors open				
	Welcome and notices				
	Songs				
	Prayer				
	Reading				
	Song				
	Message				
	Response				
	Offering				
	Song				
	Blessing and sending				
	After the service				

NOTICES THIS WEEK

NOTES FOR NEXT WEEK

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SUNDAY RUN SHEET · TWO SERVICES

Two services, one page

For Sundays with an early and a later service. Keep what is shared at the top; note only what differs.

DATE _____ SUNDAY / SEASON _____ SERIES _____

First service

TIME _____

LEADER _____

PREACHER _____

TIME	ITEM	WHO
	Welcome	
	Songs	
	Prayer	
	Reading	
	Message	
	Response	
	Offering	
	Sending	

DIFFERENT FROM THE OTHER SERVICE

Second service

TIME _____

LEADER _____

PREACHER _____

TIME	ITEM	WHO
	Welcome	
	Songs	
	Prayer	
	Reading	
	Message	
	Response	
	Offering	
	Sending	

DIFFERENT FROM THE OTHER SERVICE

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WEEKLY CHURCH OFFICE CHECKLIST

The office week

The jobs that make a Sunday run, spread across the week. Tick as you go; reuse a fresh copy each week.

WEEK OF _____

SUNDAY / SEASON _____

MONDAY

- [ ] Giving counted and banked, sheets filed with the treasurer
- [ ] Sunday's guests: first contact within 48 hours
- [ ] Attendance recorded
- [ ] Prayer requests passed to the pastoral team

TUESDAY

- [ ] Next Sunday's rotas checked; gaps filled
- [ ] Notices deadline: collect items for Sunday
- [ ] Room bookings for the week confirmed

WEDNESDAY

- [ ] Order of service drafted with the service leader
- [ ] Songs and readings sent to music and screens teams
- [ ] Children's and youth materials ready

THURSDAY

- [ ] Run sheet sent to everyone leading
- [ ] Notices and slides finished
- [ ] Building check: lights, heating, cleaning, supplies

FRIDAY

- [ ] Final changes confirmed
- [ ] Reminders sent to Sunday's volunteers
- [ ] Anything to print, printed

SATURDAY

- [ ] Set-up, if your building needs it
- [ ] Rest: the office is closed

SUNDAY

- [ ] Run sheet at the lectern, sound desk and welcome table
- [ ] Connection cards collected, guests logged
- [ ] Lost property and tidy-up

THIS WEEK'S EXTRAS

_____

_____

_____

_____

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POSTER · CHURCHOS STORE

The 2027 *church year*

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Christmas 25 Dec–31 Dec · 7 d

6 Jan Epiphany
10 Jan Baptism of the Lord
7 Feb Transfiguration Sunday
10 Feb Ash Wednesday
21 Mar Palm Sunday
25 Mar Maundy Thursday
26 Mar Good Friday
28 Mar Easter Day
6 May Ascension Day
16 May Pentecost
23 May Trinity Sunday
1 Nov All Saints' Day
21 Nov Christ the King
28 Nov First Sunday of Advent
25 Dec Christmas Day

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