

# IDEAL WEEK



NAME \_\_\_\_\_

DATE \_\_\_\_\_

We know that ministry is always changing and each week may be different than the next, but this represents my ideal work week as agreed upon with my team leader. Any changes to this schedule will be communicated with my team leader.

Please list times you plan to work on each day and make sure that the total hours represent the minimum expectations of your position.

MONDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

SATURDAY \_\_\_\_\_

SUNDAY \_\_\_\_\_

TOTAL HOURS \_\_\_\_\_