

# KEEP IT COLLARED!



A Spreadsheet to help clergy track their time.  
Ver. 3.1, June 2017

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A huge thank you to the Rev. Anjel Scarborough who fixed a calculation bug for 3.1!

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## **Description**

Many clergy persons now have letters of agreement (LOA) that designate a certain amount of blocks of time as a work week (Morning, afternoon and evening). There is a section of “Called to Work Together” from the ECUSA Church Deployment Office enclosed in the KIC folder that describes a typical LOA. This Excel spreadsheet can track these blocks and tell you how you are doing as a steward of your time. It will keep a running average of the number of blocks you work per week. It can alert you if you spend more nights a week than is stipulated in your LOA. It can track missed days off and help you track make-ups. It will also track vacation, continuing education, sick days, holiday, reading (study) times and Sundays off.

## **Definitions for International English users**

I’ve received inquiries from people using this spreadsheet outside ECUSA as to some basic definitions of “Holiday” and “Vacation.” I haven’t had this much culture clash since an Aussie seminary friend and I fought over whether the last letter in the alphabet was pronounced “Zee” or “Zed!” For the purposes of KIC, a “Holiday” is a public holiday, sometimes known as a bank holiday, during which you would not normally work. A “Vacation” is time granted to be taken for your leisure at other times, usually granted in weeks here in the US. People from the Commonwealth often call this “Holiday.”

## **Requirements**

You must have a copy of Microsoft Excel or something with close to 100% compatibility to use the complete spreadsheet. It should run on Excel 97 or later for Windows or Excel 98 or later for Mac. I have tested an earlier version of KIC with the free Open Office suite, and it seems to work. MS Works does not.

## **Google Version**

If you do not have a spreadsheet program, there is a version that works in Google Sheets. It only tracks one position. You can find it at <http://tinyurl.com/8m5bu4>. The Google Sheets version also includes a unique ability to specify the number of days off you should have in a week instead of the default number of one. This is due to a feature request.

## **Where’s Comp Time Mode?**

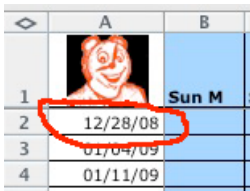
If you are a user of a previous version of KIC, you may have known about Comp Time Mode, which was a feature that calculated how much off time you were owed. This feature worked very well in 2.1, but was too unwieldy to code for multiple positions. If you prefer to use Comp Time Mode, please continue to use KIC 2.1.


## Layout

KIC 3.0 is an Excel Workbook comprised of four sheets. The Master sheet combines data from the three position sheets. If you only have one position, do all your work on the “Position 1” sheet and ignore the others, including the Master.

## Setup

The KIC file is a template, so upon selecting “save” it will ask you to enter a new file name to prevent overwriting the original file. To change the starting date of the spreadsheet, simply change the date in sheet “master” cell A2. All the other dates on all the other sheets will change automatically.



	A	B
1		Sun M
2	12/28/08	
3	01/04/09	
4	01/11/09	

To set up the details of your letter of agreement for each position, go towards the bottom of the sheet and find the section marked “Spreadsheet Settings.”

Spreadsheet Settings	
Min Blocks	10
Max Blocks	12
Max Evenings	3
Vacation days	23
Sundays Off	5
Reading Blocks	1
Continuing Ed days	14

Here you input the minimum and maximum blocks your LOA stipulates for a workweek. You can also input the maximum number of evenings to be worked per week, the total number of vacation days you get yearly, the number of Sundays off you get per year (total), the number of blocks you are allocated for reading (study) per week and the number of Continuing Ed days you get per year.

Preferences	
Comp Time Mode?	Y
Count Holidays?/ # of Blocks	Y 2
Count Vacation?/# of Blocks	Y 2
Count Cont Ed?/# of Blocks	Y 2
Sick/CE Count towards Sunday	N
Vac/Hol ct against Day Off?	Y

## **Tracking your time**

KIC works by counting days off missed and holidays worked, keeps a running tab, and allows you to enter make-up days. The point of KIC is the average, which you are trying to keep between your minimum and maximum. I use KIC as a tool to keep me healthy. For that reason, I do not count vacation or holidays towards my total as I want to know how many actual blocks I have worked.

Work and reading time are tracked in blocks. To track work, simply put a “1” in each column that you work (“M” column for morning, “A” column for afternoon, “E” column for evening. I actually count an overnight as 1.5 in the evening block). The total column will total up your blocks for the week and the “Average wk” will average it. (It does not average in a weekly total until after the end of the week has passed.) If you work under the minimum number of blocks in a week, the total or average will be in green. If you work over the maximum number of blocks in a week, the total or average will be in red. To designate a reading block, simply put an “R” in the appropriate column. It will be added to your total blocks and averaged.

In addition, you can specify an adjustment to your blocks in the “Adjust” column. If you make such an adjustment, you can specify in the “Notes” column what the adjustment is for. You can also specify in the “Use?” column whether you want that column averaged into your “Average blocks per week.” I don’t average in weeks spent at camp or weeks of vacation because that throws the average off too much one way or the other.

Other things are tracked by days instead of blocks. For a vacation day, input a “V” in the morning column. For a holiday, input an “H”, for a Continuing Ed day, input a “C”, for a sick day, input an “S”. If the spreadsheet detects that more evenings have been worked than stipulated in the “Max Evenings” of the spreadsheet settings, a red exclamation point will show up in the “Nights” column.

If the spreadsheet detects that you have worked one unit every day during the week, a red exclamation mark appears in the “Day off” column and the “Days off owed” at the bottom of the spreadsheet is increased by one. If you work on a holiday, enter “W” in the morning column, and the same thing happens (as well as one work unit being credited). To indicate a make up day, enter an “M” in the morning column for the day, and the days off owed will be decreased.

This version does not allow for accrual of sick days, as that is not part of most LOAs.

## **The Master Sheet**

The Master Sheet controls the starting date for the entire workbook in the A2 Column. Otherwise, it simply tallies up the combination of the other three sheets.

## MISC

Many people using Excel report the problem that when they try to enter a “V”, the sheet will strongly suggest “V=Vacation” (or other silly suggestions of the sort.) Don’t allow it to boss you around! This is a feature called autofill that simply is not useful in this spreadsheet. To turn it off, for Mac go to Excel – Preferences – Edit and deselect “Enable Autocomplete for cell values.” For Windows, the path is Tools-Options-Edit.

This program is released under the terms of the GNU General Public License, which generally allows you to redistribute and modify the spreadsheet, as long as proper credit is given and it is never distributed for sale. (See the enclosed license for details.)

The spreadsheet is protected, meaning that the formulas and contents of cells that are not for data entry cannot be tampered with unless you turn protection off from the tools menu. (This is for your own protection – I don’t know how many times I thought I was entering data and turned out to messing with the formula in another cell.)

If you have any suggestions, I am more than willing to take them. I hope this can be of use to you. Counting blocks cannot be indicative of an effective ministry. However, having something to show when someone claims you only work on Sundays can be very satisfying. Documentation is always a good idea.

Yours in Christ,

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## **Version History**

### **3.1 – June 2017**

1. Feature added in Google Sheets version that allows specification of number of days off per week.

### **3.1 – February 2010**

1. Bug in multi-position calculations fixed by The Rev. Anjel Scarborough
2. Notes fields unprotected and Print Areas fixed
3. Chart added

### **3.0 – January 2008**

1. Complete Re-Write
2. Multiple Positions added
3. Comp Time Mode Removed
4. Upgrading within version now possible
5. Google Docs version created

### **2.1 – January 2005**

1. Bugfix on calculation of Sundays off.
2. Bugfix on calculation of days off.
3. Subtraction from Minimum and Maximum for Vacation, Holiday and Worked Holiday entries added.
4. Carryover from previous years added
5. Totals fixed so they don't round.
6. Verification for Boolean cells added.
7. Chart sheet added.

### **2.0 – January 2005**

1. Comp Time mode .
2. Added Independent tracking of Vacation, Holiday and Cont. Ed.
3. Better tracking of make-up days.
4. Ability to track missed holidays.
5. Ability to specify whether sick and cont ed count towards Sundays.

### **1.1 – February 2004**

1. Tracking of Reading Time
2. A preference panel that allows you to specify whether holiday, vacation, and Cont Ed days count towards your average and how many blocks they count for.
3. Page orientation and print area are now pre-set to print your entire year on one landscape 8.5 X 11.  
Letters entered into blocks show up blue to mark it off from regular times.