

Prepare Ministry Report

Complete the following form in its entirety.

Ministry Leader

Ministry Name

1. Team Members:

Please enter a list of team members for this ministry.

2. Short-term Goals / Budget:

Enter the short-term goals of this ministry as well as the budget.

3. Planned Activities / Actual Activities:

Enter the planned activities for this ministry. In addition, include the actual activities for this ministry.

4. Issues, Problems and Concerns:

Enter any issues, problems or concerns encountered as part of this ministry.

5. Proposed Changes to Address Issues, Problems and Concerns:

Enter any remedies made to address the issues, problems and concerns listed above.

6. Training Conducted:

Describe any training conducted for this ministry.

7. Meetings Conducted / Date / Accomplishments:

Provide a listing of all meetings, including dates and accomplishments.

8. Ministry-Specific Items to be Reported.

List any additional ministry-specific items that need to be reported