



Committee/Team Meeting Report Sheet

(We ask that all teams and committees complete this during the meeting and turn in no later than 48 hours after their meeting. This helps our Pastor/Staff/Leadership support you in doing your work.)

Team/Committee _____ **Meeting Date** _____

TASKS FOR TEAM MEMBERS

List tasks and completion dates for tasks by different members, so you and other leaders can be in touch if information about the projects arise.

SCHEDULING

Please record any events that need scheduling in our space or on our church calendar, please include time, date, room request, title of event and contact person/info for organizing the event. No event is finalized until you receive confirmation from office staff.

ADVERTISING

Please record any events that need advertising by listing a short description that includes the time, place, title, and the what the event is. In your description consider your audience, are you advertising to the congregation, larger community or another specific group of people.



PASTOR NEEDS TO KNOW

Please record any information the Pastor will need to know. These items will include programs/items that impact the entire congregation or need to be communicated in an announcement on Sunday mornings. Additionally, you may want to invite the Pastor to support specific activities through prayer, presence or meeting with your group.

TREASURER NEEDS TO KNOW

Please list any items of expenditure or approval of financial funds the treasurer needs to be aware of. These may be bills or other reimbursements that might be sent to the Treasurer.

CHURCH ADMIN NEEDS TO KNOW

Our Church Admin helps coordinate building facility and support other staff in doing so. Consider letter our Church Admin know when work might be done on the facility, possible calls our staff might get about events, or things we need to communicate to our staff.