Committee Name:

Committee Members:

Date:

**DECISIONS MAKE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:**

*What has your team accomplished that Board/Congregation needs to know about?*

* X
* X
* X

**FUTURE PLANS, EVENTS, IDEAS OR VISIONS DISCUSSED:**

*Please state how these decisions or actions relate to Ministry Policies   
If it’s an event – please ensure church space is available through the Church Administrator.*

* x

**DATES TO REMEMBER**

*Please include holidays of staff members, team leaders/committee chairs and signing authorities, as well as dates that need to be on our common calendar.*

* x

**DECISIONS REQUIRING BOARD APPROVAL OR FEEDBACK:***Please include items for discussion, funds required, or if a motion is required the exact wording of the motion.*

* Example: THAT the Board approve the Fellowship Team for an additional expenditure of $55.99 for tiny bags of candy corn for every congregant.

Faithfully Submitted:  
name of committee/chair of committee