



Report
 Request for Action

Update/Action Request for _____
(date)

For Information Only
 Needs Action from Leadership Board

Project/Team/Program/Group _____

Contact:

Name:

Email:

Phone:

ISSUE/PROPOSAL:

***Report:** Use this section to explain the actions, key strategies, and/or challenges with which the committee or team is faced. Include proposed solutions or strategic plans.*

***Request:** Use this section to explain your request for action from the Leadership Board.*

FINDINGS/RATIONALE:

Explain how the proposed action helps the congregation fulfill its mission.

FUNDING IMPLICATIONS:

None beyond budgeted.

Yes. See Below for costs and funding plan.

ACTIONS TAKEN BY COMMITTEE/TEAM:

Our congregation seeks to empower committees and ministry teams to do ministry and take action, within the guiding principles, strategic goals, and administrative policies of the congregation. What preparations have been made/what updates can be provided?

ACTIONS REQUIRING LEADERSHIP BOARD APPROVAL:

Please submit this form to the office by the first Monday of the month.