

# 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