

DEPARTMENTAL REPORT
(This is your guide, please type on clean sheet of paper)

Date: _____, 20_____

Purpose/Duties:

The purpose/duties of the _____ is to

Number of Meetings: _____

Number of Members _____

Average attendance per meeting _____

President/Chairperson: _____

Vice Chair: _____

Secretary: _____

Treasurer: _____

Activities at our Church:

Activities outside our Church:

Other Activities:

Evaluation of our work for this period. (What we did well, where we need improvement?)

What we plan to do in the future? (Plans or goals)

Financial Status (Monies spent, monies on hand):