

OSLC Team Report Templates

These forms are intended to make it easier to create a brief written report for a meeting of the Congregation Council. Liaisons may simply jot down important information about the various ministries included in their team’s “bubble,” and email it in advance for collation and printing.

Use an asterisk (*) to identify specific items that require Council action. (If possible, provide a written motion to authorize that action.)

It is not necessary to report on every ministry each month. Some may rarely or ever require attention from the Council; that may be a sign that they are working smoothly. On the other hand, a little showing off is welcome when things are going especially well!

Here is a sample report prepared using this template:

Worship Team Report		Date: 13 July 2027
(*) indicates items requiring Council action.		
<i>Ministry</i>	<i>Recent activities</i>	<i>Coming events</i>
Acolytes & Crucifers	<i>No acolytes at 8am in June</i>	<i>Help needed to recruit 8am acolytes!</i>
Altar Guild		
Assisting Ministers		
[Adult] Choir	<i>Summer break begins after Trinity</i>	
Communion Assistants		
Handbells	<i>Played at the Handbells to Heaven concert at National Cathedral, June 16</i>	<i>*Request \$16,000 for refurbishment of entire bells & chimes array, plus silver-leaf decoration.</i>
Lectors		
Nursery & Attendant	<i>Grace Knisely has a real gift for this.</i>	<i>But she leaves for Harvard in the fall. Is Luke interested?</i>
Ushers		
Saturday Service/VoP		
Sound System		
Staff	<i>BETTIE HAS A COLD! WE ARE DOOOMED!</i>	
[Sunday] Worship Planning	<i>Liturgies planned through Easter Sunday 2030</i>	
OTHER		

Worship Team Report**Date:**

(*) indicates items requiring Council action.

<i>Ministry</i>	<i>Recent activities</i>	<i>Coming events</i>
Acolytes & Crucifers		
Altar Guild		
Assisting Ministers		
[Adult] Choir		
Communion Assistants		
Handbells		
Lectors		
Nursery & Attendant		
Ushers		
Saturday Service/VoP		
Sound System		
Staff		
[Sunday] Worship Planning		
OTHER		

Faith Growth & Development Team Report

(*) indicates items requiring Council action.

<i>Ministry</i>	<i>Recent activities</i>	<i>Coming events</i>
Adult Education		
Children's Ministry		
Communion Education		
Confirmation Education		
ECHO Senior Adults		
PALMS Middle School Youth		
Senior Youth		
Stewardship Ministry		
Sunday School		
Vacation Bible School		
OTHER		

Caring Team Report**Date:**

(*) indicates items requiring Council action.

<i>Ministry</i>	<i>Recent activities</i>	<i>Coming events</i>
Communications		
Evangelism		
Fellowship (Special Events & Funerals)		
Fellowship (Sunday)		
Lunch Bunch / Laura Barr Circle		
Men's Group		
Papua New Guinea Partnership		
Prayer Shawl Ministry		
Quilting		
Rebekah Circle		
Saturday Potlucks		
Scouting Liaison		
Social Ministry		
Sunday Greeters		
OTHER		

Administration Team Report**Date:**

(*) indicates items requiring Council action.

<i>Ministry</i>	<i>Recent activities</i>	<i>Coming events</i>
Administrative Assistant		
Audit Committee		
Endowment Committee		
Finance Committee		
Financial Secretary		
IT Support		
Long Range Planning		
Offering Tellers		
Property Committee		
Sexton		
Treasurer		
OTHER		