

# Monthly Departmental Report

For the month of: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

## Personal:

# of services attended: Sunday \_\_\_\_ Wednesday \_\_\_\_

# of events (outside of Sun and Wed services or departmental gatherings, i.e Tuesday Prayer) \_\_\_\_

Service dates anticipated to miss next month: \_\_\_\_\_

Prayer Needs:

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Would you like to request a meeting with the Pastors and/or Elders:

If you have requested a meeting, did it take place?

Was the concern resolved?

Would you like a follow up meeting?

## Team:

Team Meeting/Activity Dates: \_\_\_\_ \_\_/\_\_\_\_ \_\_ \_\_/\_\_\_\_ \_\_ \_\_/\_\_\_\_ \_\_ \_\_/\_\_\_\_ \_\_ \_\_/\_\_\_\_

(please put a **T for training** or **S for social**, in the first blank, followed by the date in the second blank – outings as friends outside of departmental reasons, do not need to be documented)

Members added/released: \_\_\_\_\_

Individual Meetings with team members:

Date	Met With	Topic/Resolution (cont. on back)	Follow Up needed

## Department:

Group Meeting/Activity (Date/Time): \_\_\_\_/\_\_\_\_ \_\_/\_\_\_\_ \_\_/\_\_\_\_ \_\_/\_\_\_\_ \_\_/\_\_\_\_ \_\_/\_\_\_\_

Average attendance: \_\_\_\_ Salvations: \_\_\_\_ Baptisms in the Holy Spirit: \_\_\_\_

Ministry Focus: \_\_\_\_\_

Actions taken to grow in attendance (i.e. marketing, etc...):

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Individual Meetings with attendees/parents

Date	Met With	Topic/Resolution (cont. on back)	Follow Up needed

Pros and testimonies for the month:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Needs for the month

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Prayer Needs

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Cont. Details

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