

MINISTRY ACTIVITY REPORT FORM
For Inclusion in Session Packets

Name of Ministry

Date

Facilitator(s)

Submitted by

Current Month Activities (list in bullet-point form)

Planned Activities for the Next 3-Month Period (name the months and list the activities for each in bullet-point form)

Coordination with Other Ministries on Similar/Same Projects (name the ministry/ies and list the plans/activities in bullet-point form)

Background information for item(s) that needs session action (short statements/bullet-points)

Session Action Requests (list in form of a motion)