

# Online Report/Request For Action Form for Leadership Team

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Please submit this report to the pastor and church office by the 10th of the month in order to be on the agenda for that month's Leadership Team meeting.

**Date of Update or Date Action is Requested for:** \_\_\_\_\_

(check one)

\_\_\_\_ For Information Only

\_\_\_\_ Needs Action from Leadership Team

**Name of Committee or Ministry Team:** \_\_\_\_\_

**Name of Chair/Team Leader Submitting Form:** \_\_\_\_\_

(All reports/requests should be coordinated with the pastor before submitting)

**Chair/Team Leader Contact Information:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Issue/Proposal:** (use this section to explain the actions, key strategies, and/or challenges with which the team is faced. Include proposed solutions and/or strategic plans.)

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**Findings/Rationale:** (Explain how the proposed action helps the congregation fulfill its mission and impacts the mission field.)

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## Funding Implications?

(check one)

None beyond current budget

Yes, see below for costs and funding plan

(Financial stewardship in a congregation requires advance planning, teamwork, and discernment of priorities. Fundraising beyond the Annual Budgeted Funds can be delicate work. Please include in this section the financial implications of the proposal, and fundraising plans if funds beyond those already in the budget designated for your ministry area are needed.)

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**Actions Taken by Team:** (Elma UMC seeks to empower ministry/program teams to do ministry and take action, within the guiding principles, strategic goals, and administrative policies of the congregation. Use this section to outline the actions planned or already taken by the team under its own authority.)

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**Actions Requiring Leadership Team Approval:** (This includes: proposed changes in Policy or Guiding Principles, actions requiring Fiduciary or Mandated Duties, actions requiring changes in the Budget, and proposals that would change a congregational strategic goal.)

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