

SOP--MINISTRY TEAMS—ANNUAL REPORTS
Passed December 14, 2022

Each Ministry team should submit a written report each January to be included in the Annual Reports to the Congregation to be distributed to the Congregation at the Annual meeting to be held prior to March 15 of each year.

Annual reports should include: the name of the team lead(s), the names of the members of the team who plan activities during the year, and others volunteering with the team. It should also include a summary of the prior year's activities.

If a decision has been made to discontinue activities or add new activities, it should be included in the report.