

SOP – ANNUAL REPORTS

Approved March 7, 2024

Each Ministry Team and Committee shall 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), names of the members of the team who plan activities during the year, and others volunteering with the team. A summary of the activities of the past year should be included.

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