

**San Diego 31<sup>st</sup> SDA Church Board**  
**Ministry/Departmental Report Form**

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

**Dept. Meeting Date:** \_\_\_\_\_

**Department Leader's Name:** \_\_\_\_\_

**Reporting Period (Month & Year):** \_\_\_\_\_

1. Departmental Updates:
  
  
  
  
  
  
  
  
  
  
2. Items To Report to Church Board:
  - a. Item/s Reported
  
  
  
  
  
  
  
  - b. Board Action Sought (*Please specify request as recommended motion*)
  
  
  
  
  
  
  
  - c. Identified Problems & Proposed Solutions
  
  
  
  
  
  
  
  - d. Cost of Proposed Activity
  
  
  
  
  
  
  
  
  
  
3. Anticipated Projects Considered by Department:
  
  
  
  
  
  
  
  
  
  
4. Additional Calendar Items for Consideration:
  
  
  
  
  
  
  
  
  
  
5. Notes of Gratitude: