

## **Guidelines for Ministry Area Steering Committee Reports to Council**

Please provide written answers to the following questions in preparation for your semi-annual report to council.

1. Write your mission statement, and describe how it fits in with the mission and focus of the Diocese.
2. List each project, ministry or subcommittee of your ministry area. Attach the information/ summary sheets provided for each one.
3. Discuss any overlaps or any interaction with other ministry areas. If you are working with another Ministry Area, how does this work? Is there any overlap in funding or funding sources?
4. Do you think there are projects in your Ministry Area that are nearing completion? Describe.
5. Are there ministries that should be added to your Ministry Area? Describe.
6. What resources (brochures, training programs, etc.) has your Ministry Area developed for broad Diocesan use/distribution? Describe how these resources are being used. How do you share those resources with the Diocese and wider community?
7. Other comments?