**PRESBYTERY OF WEST VIRGINIA**

**REPORT OF THE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **COMMITTEE**

Name, Committee Chair

Date

**Items for the Leadership Team’s ACTION:**

*In this section, please list any actions that require Leadership Team action. For example, there will be times when committees need the Leadership Team’s counsel when dealing with difficult issues facing the committee, especially issues that touch the entire Presbytery, clarification about committee responsibilities, and other items such as approval of the Lord’s Supper. Please format this section by numbering each action item.*

**Items for the Leadership Team’s INFORMATION:**

*Since the Leadership Team is responsible for coordinating the vision and work of the Presbytery, please share a summary of the work of your committee. Please list any issues that the committee is working on, including planned events, new guidelines or policies, updating current guidelines and policy, and partnerships with the wider church or those outside the presbytery. Please format this section by numbering each action item.*

**RECOMMENDATIONS** [TO PRESBYTERY]**:**

*In this section, please list any recommendations that require Presbytery action – for example, requests for communion approval for Presbytery events, forming mission partnerships, enrolling an Inquirer or Candidate, Terms of Call for a pastor, adopting a budget, new and updated policies, etc. Please format this section by numbering each recommendation. If you are unclear whether an item requires Presbytery action, please contact the Stated Clerk or General Presbyter.*

**INFORMATION** [TO PRESBYTERY]**:**

*This section will likely be the longest section of your report, serving to keep the Presbytery informed as to the work of your committee. Please share what issues the committee is currently addressing or tasks assigned to your committee that have been completed. You should include actions taken that require no further consideration of the Presbytery, events hosted by the committee, conversations held, internal guidelines updated, etc. Please format this section by numbering each item of information.*

**REQUESTS FOR REPORT TIME ON THE DOCKET:**

*Is your committee requesting docket time? If so, how much time is being requested?*

*Who will present the committee’s report?*

*What technology will the report require? (Note: All web-based content must be downloaded – no streaming. The Office Administrator and Stated Clerk must receive all electronic presentations, including Power Point and video, seven days prior to the meeting.)*

\*Note: if a committee’s report to Presbytery is completed at the time of the Leadership Team meeting, committees may simply attach the completed report and skip the Presbytery section of this report.