

Vestry Liaison Report Format, updated 2-22-17

Please submit an email report to the full vestry *one week prior to vestry meeting*. By passing along basic information ahead of the meeting, we can ensure that our meeting time is used for in-depth conversation and decision-making. By sharing our facts ahead of time, we give each other the tools we need to have informed, insightful discussions together.

Below is a template that you can simply cut and paste and use as the format for your vestry report each month. A few comments:

- If you don't have any particular worries/concerns about your ministry area this month, it's fine to leave #3 blank.
- If you don't list anything in #4, then your area will not appear on the vestry meeting agenda.
- If #4 is *not* blank, #5 should not be blank.

Vestry Report Template

Name:

Liaison Area:

- 1. Activities/accomplishments in my liaison area in the past month include:*
- 2. Activities/plans/goals I have for the near future include:*
- 3. Concerns I have about my liaison area at the moment are:*
- 4. I would like for the vestry to have a discussion at this month's meeting about:*
- 5. To help vestry members prepare for that discussion, here are the guiding questions I would like vestry members to be thinking and praying about:*

SAMPLE Vestry Report

Name: Jane Vestryperson

Liaison Area: Worship

- 1. Activities/accomplishments in my liaison area in the past month include:* Helping the new rector become familiar with the current worship practices at St. Andrew's. Creating a separate bulletin for the 8 AM service.
- 2. Activities/plans/goals I have for the near future include:* Planning for Holy Week services
- 3. Concerns I have about my liaison area at the moment are:* The annual stress of Holy Week, which is the most important week of the Christian year and contains many special services. As I focus on planning well for Holy Week, some of my other goals will necessarily be on the back burner.
- 4. I would like for the vestry to have a discussion at this month's meeting about:* Encouraging parishioners to come to worship throughout Holy Week, not just on Palm Sunday and Easter Sunday
- 5. To help vestry members prepare for that discussion, here are the guiding questions I would like vestry members to be thinking and praying about:*
 - a. What draws you to Holy Week services?*
 - b. How can we capture and share those reasons with other parishioners in ways that promote participation and not guilt?*