**Draft Communicating with Session Form**

*We know communication is an area of growth for the church. Often times, it just doesn’t occur to us when others will benefit by knowing the key decisions and discussions that happen in our councils/committees. The questions in this preliminary template is to train you to think and communicate in these categories with other leaders.*

*This is designed to be completed in 10 minutes or less, even using bullet points. It does not take the place of needing to take thorough minutes. Those are still the documents of record and important to the people on your team. But, for the sake of others, especially Session members not involved in your council, it will help distill and summarize the most important parts of your meeting.*

*Please note that the format of giving this information may change. There may be an electronic/online version of this that will be developed that will provide information for the dashboard.*

1. Re-stating your council/committee’s goals/focus for the year **and** how they connect with the two main, church-wide goals (for 2020: Children/Youth, and developing leaders).
2. Progress towards your team’s goals/focus.
	1. What were the action steps taken since your last meeting?
	2. What key issues were discussed/clarified?
	3. What outcomes did you see?
3. Share key decisions and/or discussions that will impact others.
4. Rating on how well you are partnering with other ministries: (1 = low, 5 = high): \_\_\_\_\_
5. Share one thing that you’re celebrating in your ministry.