

# WEEKLY REPORT

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Inreach/Outreach

(please give short bullet-point answers and elaborate more or less as you need to):

**What was groups attendance this week compared to last week and last year?**

PREVIOUS WEEK \_\_\_\_\_ THIS WEEK \_\_\_\_\_  
PREVIOUS YEAR \_\_\_\_\_

**How many guests did you have in your area this week?**

**Have all first-time guests received a personal contact?**

YES  NO

**Have all absentees received a contact**

YES  NO

**What were the positives and problems in your ministry Sunday (or Wednesday)?**

## Leader Development

(please give short bullet-point answers and elaborate more or less as you need to):

**What teachers/leaders have you met with this week?**

**What leader training and development activities are you planning?**

**How many leaders and groups were involved in inreach/outreach this week?**

## Contacts

(please give short bullet-point answers and elaborate more or less as you need to):

**Summary of personal contacts made:**

**Summary of witnessing relationships initiated:**

**Highlight needs you have observed in our church and community:**