



JESUS PEOPLE MINISTRIES CHURCH INTERNATIONAL

STATE OF THE DEPARTMENT

BI-MONTHLY REPORT

Department Director: _____

Department: _____

For Period Ending: (Circle One) Jan - Feb Mar - Apr May - Jun Jul - Aug Sept - Oct Nov - Dec

Date Submitted: _____

1. Number of persons working in this Dept. during the previous month? _____

2. Did you receive any new Support Helps Ministries Applications this month? _____

a. If "yes", how many _____ b. Did you contact each person? _____

c. If "no", please explain: _____

3. Number of persons who joined this Dept. this month (list names on back): _____

4. Average attendance (if applicable): Weekly _____ Monthly _____

5. Difference from previous month (+/-): _____

6. Notable or interesting accomplishments/events that took place this month: _____

7. Approved plans/goals for the upcoming month: _____

8. How does this approved plan/goal relate to the vision or growth of this area of ministry? _____

9. How can Administration assist you in accomplishing this approved plan/goal? _____

10. Were members of your team reminded to complete the "JPMCI Address Update" if their address, telephone number or name changed? _____

* Restricted Areas of Ministry-Remember it is very important to attach the "Volunteer Leave of Absence" form for any member who has requested a leave of absence but has not returned after ninety (90) days or more. ALL areas of ministry must report those who have been inactive for ninety (90) days or more, but have not submitted a Leave of Absence form.

The following person(s) **joined** this area of ministry during this month:

Name	Address	Home Phone/Day Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following person(s) are **no longer participating** in this area of ministry. Please remove their name(s) from this area of ministry.

Name	Address	Home Phone/Day Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: If there are **no changes** to your roster this month, please write "**No Changes**" in this section and forward it to your Staff Department Leader.