**Holy Trinity Lutheran Church**

**Common Committee Information Sharing**

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Church Council will discuss any action items that come from committees at any time. In addition, the Council will hear one item update on an upcoming committee activity. Other information from committees will be reviewed diligently by the members of the Church Council.

Committee chairs should communicate the action and informational items to the Council President by the Wednesday before the monthly Church Council meeting (the third Monday of the month).

**ACTION ITEM** (extra-budgetary expenses, coordination, major commitment of other resources, constitutional changes, approval of goals, etc.—anything requiring Council Action)

1.

2.

3.

**HIGHLIGHT** (issues for council to discuss—especially as related to possible calendar conflicts—or issues that the Council should be aware of in significant way)

1.

**INFORMATION SHARING** (all committee activities that you want to have the council informed of, but which requires no official action by council and no discussion; this is just keeping the Council in the loop)

1.

2.

3.

4.