



St. Paul Lutheran Church

Guidelines for

SUBMITTING MINISTRY TEAM MINUTES

Ministry team minutes are submitted via the church website, and due before the monthly council meeting. Church council meetings are usually held on the third Tuesday of every month. Reminder: On the form there is a spot to put any information you would like to communicate to the congregation. The Office Administrator will advertise this information on the website, weekly emails and/or bulletins.

If you have any questions, please contact the church office, Pastor or one of the church council members.

- Go to St. Paul Lutheran's website
 - <http://www.sharingchristlove.org>
- Click on Ministries Tab
- Click on Council Report Tab
 - <https://www.sharingchristlove.org/council-report.html>
 - Password: Contact admin@sharingchristlove.org or secretary@sharingchristlove.org for password
- Password: SP#LC
- Fill in the form
- Submit Report

Council Report

Ministry Team *	Today's Date
<input type="text"/>	<input type="text" value="8/29/2019"/>
Submitted By *	Email *
<input type="text" value="First"/> <input type="text" value="Last"/>	<input type="text"/>
Date of Meeting *	
<input type="text"/>	
Team Members Present *	
<input type="text"/>	
Date of Next Meeting	Time
<input type="text"/>	<input type="text"/>
Information to be put on the Website	
<input type="text"/>	
<small>This information will be shared via the weekly and/or twice monthly Refresh & RENEWS and/or the website. You can add images or other files to be included on the website below.</small>	
For Council Minutes	
<input type="text"/>	
<small>This information will be shared via the Council Minutes</small>	
For Council Only	
<input type="text"/>	
<small>This information will not be shared on the minutes, website, etc. It will be shared only during executive session</small>	
Additional Files	
<input type="button" value="Upload"/> or drag files here.	
<input type="button" value="Submit Report"/>	<input type="button" value="Save"/>