

STATISTICAL RECORDS for Ministry/Committee Chairpersons

To assist you in record-keeping throughout the year, please record the following information using this slip, a spreadsheet of your creation, or any tool you find useful to collect this data. Record info for each event; compiling end-of-year data will be a breeze for you and this archive will help incoming chairpersons.

MINISTRY NAME: _____

EVENT NAME: _____

EVENT DATE: _____

NUMBER OF PEOPLE SERVING: _____

NUMBER OF PEOPLE SERVED/BENEFITTED: _____

MONETARY VALUE OF DONATIONS: _____

- Complete the areas that are applicable to your ministry and/or your event.
- Make adjustments as needed, i.e. food donation = lbs instead of \$\$, etc.
- Additionally, keep a roster of your committee/ministry members, and note adult or youth.

Your service valued; we want to ensure we submit an accurate picture of your mission and ministry at Westminster UMC. Thank you.

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