

# Department Report

*Please submit your monthly report for each department. One department per report.*

*Reports are due to the office by the 16<sup>th</sup> of each month.*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Department:** \_\_\_\_\_

**Past Month's Activities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Outcome / Improvements:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Upcoming Events:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Needs:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Concerns:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Continued on other side...*

# Department Report

Visitors: \_\_\_\_\_

Average Attendance: \_\_\_\_\_

Salvations: \_\_\_\_\_

Recommitments: \_\_\_\_\_

Healings: \_\_\_\_\_

Baptism of the Holy Spirit: \_\_\_\_\_

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

Workers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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