

**Church Board Reporting Schedule for Departments/Programs/Leadership Teams
Approved by Church Board on December 18, 2017**

Purpose:

The Board of Pasco Riverview SDA Church wishes to stay informed on all aspects of church life and initiatives carried on through departments, programs and/or leadership teams. The Board thus fulfills its general oversight role and responds in a timely manner to developments and needs as they occur.

The Board adopts the following schedule of regular reporting by departments, programs and leadership teams in order to provide the Board with up-to-date information on activities and needs. However, this schedule does not preclude any reporting entity from bringing issues to the Board in between the designated reporting times.

Presentation of reports:

After Board approval of the reporting schedule (see below) all leaders of the named departments, programs or leadership teams will be notified of the need to provide periodic reports to the Board. Approximately one month in advance of the date for reporting the leader concerned will again be notified that a report is due at the next Board meeting.

The formatting (oral or written) of reports to the Board is left to the discretion of the person presenting the report. The report should be brief (not more than 5 minutes) and summarize highlights of the activities carried on. The Board should be informed of any trends that merit more focused attention and/or resources. Following the report presentation Board members will have opportunity for dialog with the person presenting the report.

Report schedule:

The following schedule is adopted to facilitate the Board's receipt of some report at each meeting while not overburdening the Board with a multiplicity of reports at any one meeting. The reporting schedule can be adjusted as needed.

Reporting entity	Report presenter	Annual frequency	Report schedule
Elders	Head elder	Twice	July and January
Deacons/Deaconesses	Head deacon/deaconess	Twice	August and February
Sabbath School	Superintendent	Twice	July and January
Church finances	Church Treasurer	Twelve times	July through June
Community services	Director	Twelve times	July through June
Church Clerk	Church Clerk	Twice	August and February
Pathfinders	Director	Twice	September and March
Adventurers	Director	Twice	September and March
Building Ops and Maint	Committee head	Twice	October and April
Janitorial services	Janitorial services head	Twice	November and May
TCAS	Principal or designee	Twice	September and March
Outreach/Inreach Min.	Committee head	Twice	December and June