

## **SAMPLE STAFF REPORT**

Here is my staff report for this week....

### **Projects I Worked On**

- .

### **Questions I have/Things I need help with/Things I need/Things I am struggling with**

- .

### **Important People Info**

- .

### **Cards/Letters**

- 1 .

### **Visits**

- 1 .

### **Phone Calls**

- 1 .

### **Personal Contacts**

- 1 .

### **Online Contacts**

- 1 .

### **Church Events**

## **Weekly Totals**

Total Contacts – \_\_\_\_\_

Time In @ Church – \_\_\_ hours in

Bible – Read my Bible \_\_\_ out of 7 days

Prayer – Prayed \_\_\_\_\_ out of 7 days

## **Total**

Cards –

Visits -

Phone Calls -

Personal Contacts -

Online Contacts -

Church Events -