**Presbytery of the Twin Cities Area**

**Your Committee Name**

**Report to Presbytery**

**Date**

The Committee **recommends:** (these are action items that your committee is bringing to the presbytery for debate, discussion and action/vote/approval)

1. (text)
2. (text)
3. (test)

The Committee **reports:** (these are items that your committee has acted on and you want the presbytery to be aware of, but these items do not need presbytery confirmation/vote)

1. (text)
2. (text)
3. (text)

The Committee **announces:** (informational only items)

1. (text)
2. (text)
3. (text)

Committee Members include:

The next Committee meeting date/time is \_\_\_\_\_\_\_\_\_\_\_\_\_; the committee will meet at this location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Contact information for the chair is:

**“Your Committee’s Tag Line”**

***Please Note: Written committee reports must be ordinarily submitted to the presbytery office 2 weeks before the date of the presbytery’s stated meeting.***

***Please Note: Any/all of the items included in your report may be placed on the Consent Agenda. If you wish to have time on the docket to report these items, please notify the stated clerk (******statedclerk@ptcaweb.org******). The docket is finalized 2 weeks prior to the date of the stated meeting, so it is important for the stated clerk to receive your request for docket time as early as possible.***