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## Mission Statement & Officers

Organization Name: \_\_\_\_\_

Date to Coordinator: \_\_\_\_\_

\* Mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officers:

Term Begins:

Chair: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Month that Officers change: \_\_\_\_\_

\* Mission: The reason the committee exists. A broad statement of the intended function(s) of the group.

**Goals**

Organization Name: \_\_\_\_\_

Goals for Year: \_\_\_\_\_

Date Due to Coordinator: \_\_\_\_\_

\* **Goal:** \_\_\_\_\_

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

**How we will accomplish this goal:** \_\_\_\_\_

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

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

**How we will accomplish this goal:** \_\_\_\_\_

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

\* **Goal:** \_\_\_\_\_

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

**How we will accomplish this goal:** \_\_\_\_\_

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

\***Goal:** A measurable, intended result that can be reached within a specific time frame.

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## Stewardship Follow-up

Organization Name: \_\_\_\_\_

Date Due to Coordinator: \_\_\_\_\_

Number of volunteers in 2009: \_\_\_\_\_

Number of volunteers in 2010: \_\_\_\_\_

**Volunteer Notification Completed Date:** \_\_\_\_\_

(By phone, e-mail or other)

**Date of first meeting for new volunteers:** \_\_\_\_\_

**Goals Accomplished in 2009:** \_\_\_\_\_

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**Suggestions for Parish Pastoral Council:** \_\_\_\_\_

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**Suggestions for your Coordinator:** \_\_\_\_\_

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*Thank you!*

## Duties of Officers

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

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

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

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

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

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\_\_\_\_\_

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

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

**Event Summary**

Organization Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Date Assigned to Coordinator: \_\_\_\_\_

Event Description \_\_\_\_\_

**Event Preparation:**

Task	When	Who
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Should the event be held again?** \_\_\_\_\_

**If so, what changes are recommended?** \_\_\_\_\_

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

**Other pertinent information:** \_\_\_\_\_

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