

# Staff Reports

After employee's 3-month review, staff reports are required of all employees. Full time employees send a report in weekly and Part time employees once a month. These reports are to be given to your direct supervisor.

The following is a suggested set up for your staff report. Of course, you may use your own ideas in setting it up. However, please put Staff Report, your name, and date at the top and center. The date is always Monday, not the day you write it or send it and not Saturday such as time sheets are done. The reason for this is you are reporting on the previous week but also on the coming week what you are planning to do. Under each section, you can use just bullet points.

## Staff Report (sample set up)

**Your Name**

**Date**

A Major Accomplishments Last Week

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B Major Goals for Upcoming Week

.

C Ongoing Projects

.

D Personal Activities (exercise, spiritual health, etc.)

.

E Concerns

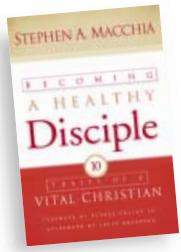
.

F New Projects/Ideas for the Future

.

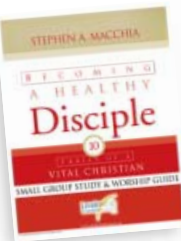
# Healthy Church Resources

Order online at [www.LeadershipTransformations.org](http://www.LeadershipTransformations.org) or [www.HealthyChurch.net](http://www.HealthyChurch.net) (not all items available online)\*\*



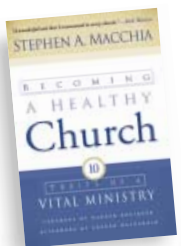
**Becoming A Healthy Disciple** (Baker, 2004) by Rev. Dr. Stephen A. Macchia. Are you becoming a healthy disciple? Discipleship is a lifelong apprenticeship with the Master, Jesus Christ. He does not expect perfection, only heart and skill development. *Becoming A Healthy Disciple* outlines ten traits that will help you grow as a Christian. Each chapter ends with a disciple's prayer and study questions for personal or group reflection.

**Item #V1015** \$9.99 (Retail \$12.99)



**Becoming A Healthy Disciple – Small Group Study and Worship Guide**  
A companion to Steve Macchia's book, *Becoming A Healthy Disciple*, this small-group resource provides discussion and worship outlines to enrich your study of the ten traits of a healthy disciple.

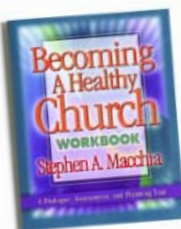
**Item #V1016** \$5.99; 5 or more \$5.00 ea.\*\*



**Becoming A Healthy Church** (Baker, 1999) by Rev. Dr. Stephen A. Macchia. ENGLISH Version. "If you have your health, you have everything; the old axiom about our bodies is equally true of our churches. Macchia goes straight to the heart of what churches need and can do to survive and thrive in the twenty-first century." – Leith Anderson, Wooddale Church

**Item #V1001** \$11.99 (Retail \$14.99)

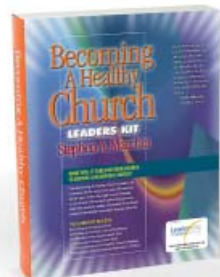
KOREAN Version **Item #V1001A** \$14.99\*\*  
SPANISH Version **Item #V1001B** \$14.99\*\*  
CHINESE Version **Item #V1001C** \$14.99\*\*



**Becoming A Healthy Church Workbook** (Baker, 2001) by Rev. Dr. Stephen A. Macchia. ENGLISH Version. The companion piece to Steve Macchia's book, *Becoming A Healthy Church*, provides summaries of the Ten Characteristics of a Healthy Church and looks at seven key questions that need to be answered by every leadership team.

**Item #V1014** \$9.99 (Retail \$14.99)

CHINESE Version **Item #V1014A** \$14.99\*\*

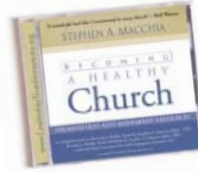


## Becoming A Healthy Church Leaders Kit

The entire set of Healthy Church resources in one complete kit. Especially designed for church leaders, the kit contains all the resources you will need to guide your team through the healthy church assessment and ministry planning process:

- *Becoming A Healthy Church* book (Item #V1001)
- *Becoming A Healthy Church Workbook* (Item #V1014)
- **Leadership Team Assessment Tool** (Item #V1011)
- **Congregation Assessment Tool** (Item #V1012)
- *The 10 Characteristics of a Healthy Church* booklet (Item #V1002)
- **Presentation and Assessment Resources CD-Rom** (Item #V1017)

**Item #V1018** \$59.99 (Retail \$65.99)



## Presentation and Assessment Resources CD-Rom\*

Newly published, this CD-Rom contains all the tools and resources you need to help you facilitate the assessment and planning process:

### INTRODUCTION

- **Five R's of Implementation** (Word)
- **Introduction to the Healthy Church Process** (PowerPoint)

### TEN CHARACTERISTICS

- **Ten Characteristics of a Healthy Church** (English version only; PowerPoint, PDF, and audio files)

### ASSESSMENT

- **Assessing the Health of Your Church** (PowerPoint)

### ASSESSMENT RESOURCES

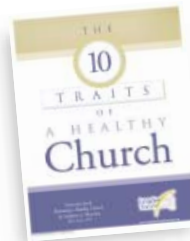
- **Leadership Team Assessment Tool** – Sample (PDF); Tabulation Spreadsheet (Excel); and Tabulation Instructions (Word)
- **Congregation Assessment Tool** – Sample (PDF); Tabulation Spreadsheet (Excel); and Tabulation Instructions (Word)
- **Additional Assessment Questions** (PDF)

### PLANNING

- **Moving from Assessment to Planning** (PowerPoint)

\*Formatted for Macintosh® and PC. PDF files require Adobe® Acrobat® Reader version 3 or higher. PowerPoint®, Excel® and Word® files require Microsoft® Office 97® for PC, and Office 98® for Macintosh.

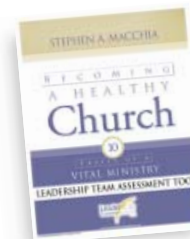
**Item #V1017** \$24.99 (Retail \$29.99)



## The 10 Characteristics of a Healthy Church booklet

Briefly describes each of the ten characteristics, including Scripture passages.

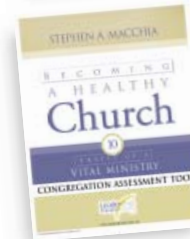
ENGLISH	<b>Item #V1002</b>	\$2.00** \$15.00 for pack of 10 \$1.00 each for 50 or more**
SPANISH	<b>Item #V1002A</b>	\$1.00
KOREAN	<b>Item #V1002B</b>	\$1.00
CHINESE	<b>Item #V1002C</b>	\$1.00
PORTUGUESE	<b>Item #V1002D</b>	\$1.00
FRENCH	<b>Item #V1002E</b>	\$1.00



## Leadership Team Assessment Tool

Designed to gain input from church leadership team to enhance healthy church assessment process.

**Item #V1011** \$2.00\*\*  
\$15.00 for pack of 10  
\$60.00 for pack of 50  
\$1.00 each for 50 or more\*\*



## Congregation Assessment Tool

Designed to gain input from members of the congregation to enhance leadership team discussions as the church proceeds through the healthy church assessment process.

**Item #V1012** \$2.00\*\*  
\$15.00 for pack of 10  
\$60.00 for pack of 50  
\$1.00 each for 50 or more\*\*



**Trained facilitators are available to assist your church with the health assessment process. Call 1-978-646-4175 for information.**

\*\*Denotes quantity discount or special item available ONLY by calling LTI. (Not available online or through Christian Book Distributors.)

[www.LeadershipTransformations.org](http://www.LeadershipTransformations.org)

# Becoming A Healthy Church

ALL THE RESOURCES YOU NEED TO IMPROVE THE HEALTH OF YOUR CHURCH

## ORDER FORM

PLEASE PRINT

COMPLETE THIS FORM AND:

	<b>MAIL TO:</b> Leadership Transformations, Inc. PO Box 338, Lexington, MA 02420
	<b>FAX TO:</b> 1-978-646-4576
	<b>OR CALL:</b> 1-978-646-4175

ITEM #	QUANTITY	DESCRIPTION	TOTAL \$

\*First-Class US Post shipping and handling costs within the continental US:  
 Up to \$20.00 ..... \$5.50  
 \$20.01 – \$50.00 ..... \$7.50  
 \$50.01 – \$100.00 ..... 15% of total  
 \$100.01 – and up ..... 12% of total

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**Payment information**

Please make your check payable to LEADERSHIP TRANSFORMATIONS, INC.

*All of the Healthy Church resources are made available below retail prices as a service to those churches serious about becoming a healthier church. God bless you throughout this exhilarating process!*

*Trained facilitators are available to assist your church with the health assessment process. Call 1-978-646-4175 for information.*

*“I loved reading Becoming A Healthy Church. It is a wonderful tool that I recommend to every church that is serious about being purpose-driven.”*  
 – **Rick Warren**, author, *The Purpose-Driven Church*

*“Wow. The solid principles in Becoming A Healthy Church can now be easily shared with your key leaders and the entire church. This is a home run.”*  
 – **Kevin Miller**, editor-at-large, *Leadership Journal* vice-president, Christianity Today International

*“Instead of old-style models and maps, programs and procedures—none of which works in postmodern culture—Macchia gives us what does work.”*  
 – **Leonard Sweet**, Drew University



[www.LeadershipTransformations.org](http://www.LeadershipTransformations.org)

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