

Writing Consultancy Reports

Section	Description	Pages
Cover Page	<ul style="list-style-type: none"> ○ Name of the church, date, Church Consultancy (?Name the report), Consultants names. 	1 page
Table of Contents	<ul style="list-style-type: none"> ○ Include this if the report is complex or is over 10 pages 	½ page
Introduction	<ul style="list-style-type: none"> ○ Thanks to church, pastor, staff, contact person, host ○ Acknowledge the invitation to be involved in the church – the authority on which you operate ○ Mention supervision – Training - Confidentiality ○ Friendly affirming tone 	½ page
Objectives	<ul style="list-style-type: none"> ▪ Outline the Objectives evening ▪ Indicate who was present ▪ Indicate the methodology used to generate the objectives ▪ Indicate the objectives and that they were agreed to by the leadership 	New page
Process	<ul style="list-style-type: none"> ▪ List information supplied by the church ▪ List dates, times, indicate what was done, which groups were present ▪ List diagnostic tools used (surveys #, meetings #, interviews, # (no names)) 	New page
General Observations and Reflections	<ul style="list-style-type: none"> ▪ Overview Reflections (10-20 items) Be affirming of positives seen in the church, Strengths of the church ▪ General areas of concern 	1-2 pages
General Recommendations	<ul style="list-style-type: none"> ▪ Implementation Group appointed to oversee implementation of recommendations on a mutually agreed time frame (<12 months) ▪ Report released to the whole church ▪ Follow up consultation if necessary (time frame) 	½ page
Observations and Recommendations specific to each objective	<ul style="list-style-type: none"> ▪ List of specific observations and conclusions in relation to each objective ▪ Specific recommendations in relation to each objective ▪ >> Recommendations must relate directly to observations made 	~5-10 pages New page for each objective
Summary of Recommendations	<ul style="list-style-type: none"> ▪ One page summary of all recommendations so that it can be considered separately for voting or adoption if needed. ▪ Implementation plan (Recommendations against a timeline and recommended group responsible) 	1 Page if possible
Appendices	<ul style="list-style-type: none"> ▪ There may be value in attaching summaries, materials, processes and implementation information as appropriate 	As needed

