



# management committee **issue paper**

Use this sheet to provide all the background information needed for the management committee to be able to come prepared and informed to discuss the recommendation—enabling more effective decision-making. Ensure it is ready to be distributed with the agenda.

prepared by (name):

for discussion at meeting (date):

1. state in summary terms what the **issue/opportunity** is

2. provide **relevant background info** (attach other relevant documents/quotes etc)

3. list **options** for addressing the issue/opportunity (including costs/budget implications)

4. make a **recommendation**

**communication check:** how will this decision be communicated to affected ministries? the congregation?