# Guidelines for written report

**Written reports**

* Each entity is requested to provide a written report – a template and guideline are provided.
* Please use the template provided and follow instructions. Reports will be edited for grammatical and formatting consistency.
* Each entity provides a written report, following the questions and structure in the template, which we provide to try and capture your stories, recognising both the light and the shade.
* Reports to the Synod should capture progress since the last Synod and demonstrate connections with the mission of the Uniting Church in Queensland as expressed in the identified priorities.

**Presentation of reports**

* The written reports will be taken as read and will be made available prior to Synod.
* Some entities will have time on the program to present – report highlights, any particular areas they would like to bring to the meeting’s attention and take questions from the floor.

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| **Due Date** | **What** | **Action** |
| **10 March 2025** | Report and Recommendations | Email final report to synodinsession@ucaqld.com.au |
| **10 March 2025** | Proposal/s | Consult prior with chairperson of Synod Business Committee or General Secretary to ensure appropriate format of proposal/s. Email final proposal/s to synodinsession@ucaqld.com.au |

Reports enable members of the Synod to engage in informed discussion, inquiry, reflection and provide input regarding major issues facing the church.

In order to capture the diversity within reporting entities and to facilitate the reflection opportunity for the Synod, this reporting template provides opportunity for narrative. We value reports being written as concisely as is practicable, however, we recognise that we need some of the narrative to make sense of the detail provided. Hence, each section of the report expands to allow the writer to provide a report for their entity that reflects their work and the challenges being faced.

Reports to the 38th Synod should capture your progress since the last Synod and demonstrate how the entity has connected with the mission of the Uniting Church in Queensland as expressed in the identified priorities.