

**위원회/부서 보고서 (Committee/Department Report)**

**작성자(Writer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. **위원회/부서 정기 모임 (Committee regular Meeting)**
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| * 모임장소 (Meeting place):
* 모임일시 (Date):
* 참석인원 (The number of attendee(s)):
* 논의사항 (Topics):
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| 1. **분기별사역내용 (Quarterly ministry contents)**
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|  **\*세부내용 별지 첨부(Attach an annexed paper for details)**

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| **1분기 (1 Quarter)** | **2분기 (2 Quarter)** | **3분기 (3 Quarter)** | **4분기 (4 Quarter)** |
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| 1. **교회 협조/건의 사항** (**Recommendations for church)**
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**위원장/부서장 The head of Committee/Department**

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_