**ARCHDIOCESE OF BOMBAY – SMALL CHRISTIAN COMMUNITIES**

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| **QUARTERLY REPORT of the Community meetings/activities** |

**Report for the Quarter**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Community Name/No:** | **Deanery:** |
| **No. of Families:** | **Parish:** |
| **Location:** | **Location:** |

1. **DETAILS OF MEETINGS DURING THE QUARTER (Core Group / Community / Cluster):**

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| --- | --- | --- | --- | --- | --- |
| **Month**  **(e.g. July 2019)** | **Date of Meeting** | **Meeting Type**  **(Core Group / Community / Cluster)** | **No. of Animators / Families present**  **out of \_\_\_\_\_\_** | **Gospel sharing?**  **Yes / No** | **Any Others Present**  **(Priest/Sister/Parish Coordinator)** |
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1. **ACTIVITIES HELD BY YOUR SCC DURING THE QUARTER (List briefly):**

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| --- | --- | --- | --- |
| **Activity Name** | **Parish / Community** | **No. of people attended** | **Brief description of the activity**  **(Aim, Achieved, Improvement in future)** |
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1. **COMMUNITY COORDINATOR DETAILS:**

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| --- | --- |
| **Community Coordinator Name:** | |
| **Residence Number:** | **Mobile Number:** |
| One copy to be emailed to the Parish SCC Coordinator who will send a scanned/soft copy to the Archdiocesan SCC Office. | |

**Instructions**

Process: The process for submitting the report is as follows:

* Each Community Coordinator will fill a Report Form (on a quarterly basis) and then hand over the form (in hard/soft copy) to the Parish SCC Coordinator by the last day of the quarter.
* The Parish SCC Coordinator will prepare a covering letter after going through the forms, along with the Parish Priest/Priest-in-charge of SCCs. This covering letter will act as a summary of the activities organized in the SCCs and clusters in the parish. It may also highlight any special outcomes of SCC/cluster meetings.
* This covering letter must be signed by the Parish SCC Coordinator and the Parish Priest or Priest-in-charge of SCCs.
* The covering letter and all the Community reports should be sent through the parish official e-mail id to: [bombayscc@gmail.com](mailto:bombayscc@gmail.com)

Timeline: The Quarterly Reports must be e-mailed as follows: Jul-Sep by 15 October 2020; Oct-Dec by 15 Jan 2021; Jan-Mar by 15 April 2021.

In case of difficulty, kindly identify someone who is computer savvy in your parish / communities

Helpline for SCC Report queries: Adrian 9820001439 (9 pm to 10:30 pm) or e-mail infinitycs12@gmail.com