

## **ANNUAL REPORT GUIDELINES**

The Pastoral Care and Support committee of Woolastook Presbytery has prepared these Annual Report Guidelines to offer your congregation(s) an indication of some of what an Annual Report should contain.

We believe the underlying premise and intent beyond the actual reporting of facts, events, etc., in the annual report is the “spirit” of the entire document.

The questions being asked should be:

- (a) Where is God in all of this?
- (b) How is the Spirit of God active, working and moving in the life of our church?
- (c) Do you see a connection between what has been accomplished and the direction to where you believe God is leading you in the future?

We believe that keeping these questions at the forefront of each report will give a truer, more complete picture of the life and work in your pastoral charge. It will show where God is involved and will also make your report become a blueprint and directive on the future goals for your charge.

### **Why prepare an Annual Report?**

The Annual Report provides a snapshot of the year. It shows that you are active and alive through your Sunday by Sunday worship, successes, significant events and milestones, etc.

It is a great communication document for members and adherents of your church. It annually records the history of your church.

It is a requirement of The United Church of Canada that one or more copies of the report be prepared, discussed, and submitted to the Presbytery by mid-February of each year [the 2007 Manual: 184(a), (205 or 221 if appropriate), 332(a)].

### **Tell a story**

Your annual report should tell a story of your church. It is okay to tell about good things that happened in your church as well as things you find challenging. Sometimes we are so consumed with data and information we want to get into the report that we overlook other interesting things that would appeal to a reader.

Include a story about a real person or volunteer and how they are making a difference in someone’s life, and how this story relates to your church’s goals.

Include testimonials from members. Ask people who attended a training session, a Bible study, or other event in your church to tell how they personally used what they learnt at the event.

Include personal profiles, first-person accounts, short testimonials, and other news that is attached to a member.

### ***Remember!***

Keep the Spirit of God in your Annual Report, so that when people read it from cover to cover, they will know that God is alive and well and active in your church in EVERYTHING you do!