**Guidelines for Preparing and Submitting Annual Committee Reports**

**March 2018**

The following are the ETs current guidelines for submitting your annual reports, which in turn will be included in the Annual Report of the Church in May.

1. **The Mechanics:**

**Due Date:** The report will be due by **Friday April 20**

**Length:** The report should be no longer than **one** **(1)** page

**Font:** Times New Roman 12 font - and please no fancy formatting like bullets

**Margins:** Standard 1-inch margins

1. **Format:**

Name of Committee or Program Annual Report, May 2018

Members: Remember to include yourself, and identify Chair and Vice Chair if you have one.

Our Mission Statement: (If you have one)

The body of your report should be a summary of the hard work you have done this year. The purpose is to inform the congregation of your role in fulfilling the church’s mission, the purpose for your group, and its activities. Identify the highlights of the year.

How Committee’s work advances/achieves “end statements**” -** One or two of the most important ones

- Submitted by: Name and Date

1. **Notes and narrative guidelines**

As you recall, the mid-year committee reports were deferred in December, with the expectation that a new reporting format would be recommended for this year’s Annual Report – one that focused on our “End Statements”.

The ET is asking Committees to prepare a “hybrid report”, one that includes the traditional committee reporting of activities as has been done over the past number of years. What‘s new will be the committee’s description of how their work addresses one (1) or two (2) of the “End Statements”. The ET recommends that the most relevant “End Statements” be selected, followed by a brief one or two sentence description of how the Committee’s work helps to achieve that end.

We recognize that this is new for committees/chairs, but it will highlight how we are all working to achieve our mission and the “End Statements” that were developed by the Congregation.

**Notes**:

* A portion of the April 10 CoC meeting will be devoted to reviewing the annual reporting process and answering question you may have.
* Reports will be supplemented by a Google form that Committees or Committee Chairs will be asked to complete by checking (easily) all those “End Statements” that are addressed by their work. Look for that in the not too distant future.
* Attached is another copy of the “End Statements”and these guidelines.