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

**April 2019**

The following are the Executive Team’s 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 26**. Please email your report to the UCM Executive Team, [ucmexecutiveteam@gmail.com](mailto:ucmexecutiveteam@gmail.com).

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

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

**Margins:** Standard 1-inch margins

1. **Format:**

Name of Committee or Program Annual Report, May 2019

**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 and advancing the Church’s “End Statements,” highlighting one or two of the most important ones.

**Submitted by:** Name and Date

1. **Notes and narrative guidelines**

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. As with last year, we are asking that committees also describe how their work addresses one or two of the Church “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.

**Notes**:

* A portion of the April 9 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. Completion of this form will also be due **April 26**.
* Attached is another copy of the “End Statements”and these guidelines.