

## PARISH ANNUAL REPORT

Parishes are urged by the U. S. Bishops to prepare annual reports of their stewardship. These reports should be prepared in a manner that promotes an understanding of the relationship between the ministries of the Church and the financial/temporal affairs of the parish. The Parish annual Report is a vehicle to communicate how God's Word is carried out at the parish. It's an opportunity to tell those who support the parish with their time, talent and treasure how their contributions have made a difference in carrying out the mission of the Church. It is also a way to communicate the vision of the parish for the next pastoral year.

### ***Components of the Parish Annual Report:***

- Often, annual reports are centered around a theme. Any articles written for the annual Report incorporate the theme. Some themes parishes have used include parish goals, the parish mission statement, the U. S. Bishops' pastoral letter on stewardship, Scripture, etc.
- Letter from the Pastor – similar to a family's Christmas letter – it highlights the events of the parish during the past year. Many parishes make this the longest piece in the entire report.
- A "Ministry snapshot" of what has been accomplished within a particular ministry: Select a few parish ministries to highlight each year. Each snapshot includes a narrative report on who was involved (both leaders/volunteers and participants), how many hours were committed to this ministry and any special accomplishments.
- Statistics: Include vital statistical items like number of sacraments received (Baptisms, First Eucharist, Sacraments of Reconciliation [a count of both weekly celebrations and special reconciliation services], Marriages, Sacraments of the Sick, funerals, special prayer services, new members, Mass attendance).
- Parish Finances: The financial statement provides readers with critical information about the parish's financial performance and current financial position. To keep this section credible and understandable it should be non-technical, accurate, reconciled, and consistent and footnoted if necessary.
- Pictures: Make the report come alive by including pictures of parishioners carrying out the mission. This helps put a human face on the mission of the Church!