

## **A Guide to Writing Annual Reports**

Annual Reports can become a powerful tool in building financial support for your congregation's ministries. Besides publishing the reports themselves, the content can be culled and shared throughout the year with the congregation through the newsletter and other communications vehicles.

For Annual Reports to be effective they should concentrate on how the particular ministry has changed lives. A committee/ministry report should address these questions:

1. How is your ministry an extension of the church's vision / mission statement?
2. Who do you serve?
3. How do you seek to change lives of those you serve?
4. What did you do to carry out your ministry?
5. How have lives been changed by what you did? Give specific examples, if possible.