

**Annual Report Outline**

To build trust and transparency, to potentially increase Offertory giving, and to foster a stronger community, we recommend providing your parishioners with an annual report, offering a concise overview of activities, achievements, and finances. While a comprehensive annual report can include some elements referenced in the outline provided earlier, it is not necessary to include everything. More importantly, create a clear message that accurately describes the state of your parish. Below are some elements to consider including.

**I. Introduction**

A. Welcome and opening message from parish leadership

**II. Mission, Vision, and Values**

A. Statement of your parish's mission, vision, and core values

B. Highlights of key initiatives and programs

**III. Pastoral Message**

A. Pastoral reflection on the year's accomplishments, challenges, and lessons learned

B. Personal message of gratitude and encouragement to the parishioners

**IV. Financial Summary**

A. Statement of financial position (balance sheet)

B. Income statement, including revenue and expenses breakdown

C. Overview of giving and fundraising activities

D. Key financial highlights and achievements

**V. Ministry Highlights**

A. Overview of major ministry activities and programs

B. Testimonials and success stories from individuals impacted by the ministry

C. Highlights of community outreach and social justice initiatives

**VI. Membership and Attendance**

A. Total membership count and breakdown by age groups

B. Overview of attendance trends for Masses and other parish events

**VII. Governance and Leadership**

A. Introduction to the parish leadership team and their roles

B. Summary of governance structure and decision-making processes

C. Updates on any changes in leadership or board composition

**VIII. Facilities and Property**

A. Overview of your parish's facilities, including any renovations or maintenance projects

B. Initiatives undertaken to enhance the parish environment

**IX. Volunteer Engagement**

A. Acknowledgment and appreciation of volunteers

B. Overview of volunteer programs and opportunities

C. Impact and contribution of volunteers to the parish community

**X. Future Outlook**

A. Vision and goals for upcoming year

B. Key strategies and initiatives planned to achieve those goals

C. Challenges and opportunities anticipated in the future

**XI. Conclusion**

A. Final message from parish leadership

B. Words of appreciation and thanks to parishioners, volunteers, and supporters

C. Contact information for further inquiries or feedback

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