

## ANNUAL REPORT

### Policy

At Metropolitan United Church, designated committees/individuals submit reports annually as part of Metropolitan's complete package of committee reports for the annual congregational meeting in February.

### Procedures

1. Throughout the year, committee Chairs report any changes in committee membership to the office staff who maintain an up-to-date list of committee Chairs and members. In the first week of December each year, the Office Administrator distributes the Annual Report Form to committee Chairs for the purpose of gathering reports for inclusion in Metropolitan's Annual Report.
2. Accompanying the form is an Instruction Sheet stating the first Tuesday in January as the due date for return of all completed forms to the office. This timeframe allows committee Chairs one month to complete and submit the forms. Each committee report is basically a review of the accomplishments and challenges of the past year and should, therefore, require a short time only to fill in the Annual Report form, since Chairs may extract information from minutes of their meetings over the past year.
3. After receiving and compiling all reports into one full report by mid-January, the Office Administrator reviews and verifies the information with appropriate personnel before providing the draft document to the Board one week prior to its January meeting. The Board reviews the draft Annual Report and provides feedback to the Office Administrator, who makes required changes and produces the final Annual Report.
4. At a minimum of two Sundays prior to the annual congregational meeting date, an announcement is placed in the church calendars for both Sundays to inform Metropolitan's members that copies of the Annual Report are available and may be picked up from the radiators or office counter.
5. Following the annual congregational meeting, two copies of Metropolitan's Annual Report are placed into the Archives, and one copy is sent to the presbytery Pastoral Oversight Committee.
6. In October each year, the Office Administrator reviews this Annual Report policy with the Senior Minister and, if changes are made, sends it to the Board for approval.

### Related Documents/External Resources

United Church of Canada's [The Manual, section J.1.1](#)

### Designated Committees / Individuals

Archives Committee	Memorial Fund Committee	Property Team
Board of Elders	Men's Club	Resource Library
Board of Trustees	Met Set	Risk Management Team
Book Club	Ministry and Personnel	Sanctuary Guild
Children's Ministries	Committee	Senior Minister
Couples' Club Plus	Music Committee	Time Out Committee
Finance Team	Office Staff	U.C.W.
Hospitality Meal Programme	Outreach Committee	Youth Ministry
Ikon	Pastoral Care Minister	

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Approval Meeting by Board of Elders:	October 2013
Approval by Office Administrator:	September 2013
Previous Version Date:	September 2013
Group/Committee Responsible:	Office Administrator and Senior Minister



## **INSTRUCTIONS for Completing the Metropolitan United Church ELECTRONIC Annual Report Form**

A computerized Annual Report form has been approved by Metropolitan's Board of Elders for use this year as we prepare for our annual congregational meeting in February.

- Please complete all sections using the font Calibri in size 12 ... the same type and size of font that you see in the Annual Report Form.
- We ask that you limit the length of your report to 350 words ... excluding indefinite and definite articles (a, an, the), prepositions and pronouns.
- As you fill in each section, the table will expand. If the completed report flows onto several pages, do not worry. The content in each section is more important and will be copied and pasted into a compiled Annual Report.
- Please ensure that each section is complete.
- Please include the full names of all current and proposed committee members; these names will be grouped below your report in the larger compiled Annual Report.
- As you work to complete the form, regularly save the document electronically on your computer's hard drive with the following naming convention: Year ... month ... day ... committee or group name ... your initials. For example, 13 12 21 Time Out Committee AF
- E-mail a copy of the completed Annual Report Form to the Office Administrator.
- Final due date for completion and electronic return to the Office Administrator: **first Tuesday in January**. It would be helpful to submit the completed Annual Report form sooner than the due date, if possible.

Each group/committee report is basically a review of the accomplishments and challenges of the past year. Chairs may extract information from minutes of meetings over the past year. Your electronic report will help make our compiled Annual Report concise, unified and informative. Thank you.

## **INSTRUCTIONS for Completing the Metropolitan United Church Annual Report Form in HANDWRITING**

An Annual Report form has been approved by Metropolitan's Board of Elders for use this year as we prepare for our annual congregational meeting in February.

- Please use legible handwriting for all sections shown on the Annual Report Form.
- Do not worry if the handwritten report flows onto several pages; the content in each section will be typed as part of our compiled Annual Report.
- We ask that you limit the length of your report to 350 words ... excluding indefinite and definite articles (a, an, the), prepositions and pronouns.
- Please ensure that each section is complete.
- Please include the full names of all proposed and current committee members; these names will be grouped below your typed report in the larger compiled Annual Report.
- Please provide the completed Annual Report form to the Office Administrator.
- Please retain a copy of your handwritten report.
- Final due date for completion and return to the Office Administrator: **first Tuesday in January**. It would be helpful to submit the handwritten Annual Report document sooner than the due date, if possible.

Each group/committee report is basically a review of the accomplishments and challenges of the past year. Chairs may extract information from minutes of meetings over the past year. Your report will help make our compiled Annual Report concise and informative. Thank you.