

CHURCH ANNUAL MEETING BEST PRACTICES

Why an Annual Meeting?

The purpose of an annual meeting is to reflect on the events & finances of the past year, to plan financially and programmatically for the year ahead, to elect new vestry/mission committee leaders, to elect diocesan convention representatives, and to celebrate life together in community. Provide space for the Rector/Priest-in-Charge to share vision for the year ahead.

What Should Be Included in a Church Annual Report

- Rector/Priest-in-Charge Report
- Deacon Report
- Sr. Warden's Report
- Jr. Warden's Report
- Treasurer's Report including
 - Overall income, expenses, and net position for prior year
 - Ministry budget facts (i.e. how much you spent on different community resources and outreach programs)
 - Financial budget, goals, and progress for current year
- Music Director's Report
- Out going Vestry Members reflections
- Reports from people/leaders of ministries
- Photos

Pre-Meeting Checklist (Best Practice)

- Public Notice at least two Sunday's before annual meeting takes place
- If you have a nominating committee for Vestry/Mission Committee ensure they are selected in plenty of time to ensure all nominees are eligible for election
- Prepare ballots (includes list of members eligible to vote)
- Rector/Priest-in-Charge prepare meeting agenda
- Ensure church and program leaders are sent dates to have their annual reports in to be included
- Put together annual report
- Print annual report
- Print ballots
- Assign greeters and ballot folks (to hand out, collect, and count) (Counters can be out going vestry members. Ensure counters of ballots do not have a conflict with anyone running)