

**Committee Annual Reporting Tool**

**Introduction:**

In the process of implementing a strategic plan to achieve the mission and vision of St John Neumann Parish, each Committee sets annual goals and objectives. These goals and objectives seek to serve the strategic plan of the parish. Likewise each Ministry implements strategies through its programs, services and activities to accomplish the goals and objectives of the Committee. Reporting the effects of the programs, services and activities is prudent and important to the success of the parish as a whole. Tracking those results helps us:

* document our story
* adjust and adapt our efforts to reach our goal over time
* demonstrate progress
* provide accountability
* gain wisdom from positive and negative experiences

The following template helps focus our work on the mission and vision of St John Neumann; identify what we expect to achieve with the programs, services and activities of the Ministries; establish strategies that help us reach our goals; identify indicators that help us track the effects and better understand what led to the results thus leading us to continue what we are doing well or looking for ways to improve.

An important indicator for success is the size and characteristics of the segment of the parish that benefits from the ministry work. This may include “numerics” i.e. number of parishioners over 80 years old for a program to serve the elderly. Identifying that number will help to define the scope of the program and the indicators for success. Access to those parish specific numbers may be available through your assigned staff or on request from the Parish Pastoral Council.

**Part 1 - Planning to Aceive Your Committee Goals and Objectives**

Just as important as setting goals and objectives in the annual planning process, is the setting of indicators for tracking the effects of the strategies used to reach the goals. Knowing what effect is being tracked throughout the year makes the “end of year’ reporting process a natural outcome. Most importantly it helps identify what is working, where to assign the resources we have, and where improvements could be made. Questions to address in the planning process:

* What will success look like? (Planned outcome in quantity and/or quality)
* What are the key indicators to track?
* What quantity and effort is required to be successful?
* What are the expected benefits or improvements for parishioners, the parish at large or the community? (Quality and quantity of efforts and effect on recipients).
* What will be the costs in time, talent, and funding?
* What is your expected time line or schedule for success?
* What requirements will be needed to succeed? (Relationships, collaboration, etc. with other ministries)

**Part 2 – Reporting of Ministry / Committee Effort**

Overall our goal is to maximize the intended committee/ministry results and effectiveness to make the most of the resources and opportunities God has provided. Details to include in the reporting process:

* Describe how well you performed compared to the planned quantity and effort;
* Describe how well you performed the required efforts and how key indicators were met ;
* Describe how your costs in time, talent, and funding were spent;
* Describe how you achieved the expected improvements for parishioners, the parish at large or the community;
* Describe how your time line or schedule goals were met;
* How were your anticipated requirements to succeed realized in terms of relationships and collaboration with other ministries or committees;
* Include narrative of committee/ministry events to further provide highlights.

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMITTEE ANNUAL REPORT**

***Part 1: Objectives and Plan for Reporting***

***Submit a separate sheet for each Committee Goal by the 2nd Monday of December to your Parish Council Member***

**Committee Name:**

**Committee Purpose:**

**Committee Chairperson: Phone Number:**

**Committee Goal:**

**Committee’s Goal Relationship to the Long Range Plan:**

**Check all that apply: \_\_\_\_ Communication \_\_\_\_ Pastoral Care of Homebound, Sick, & Elderly \_\_\_\_ Family & Community Life \_\_\_ Faith Formation**

**\_\_\_ Parishioner Involvement \_\_\_\_ Youth Engagement \_\_\_ Justice & Charity \_\_\_\_ Worship \_\_\_\_ Pastoral Care**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Objectives to Achieve the Committee Goal:** | **Plan for Reporting Outcomes, Key Indicators** |
| **Ministry's strategy to meet committee objectives with name of ministry:**Ministry Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Strategy :Ministry Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Strategy :Ministry Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Strategy :Ministry Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Strategy : |

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMITTEE ANNUAL REPORT**

***Part 2 Year End Report – Reporting of Ministry / Committee Effort***

***Submit a separate sheet for each Committee Goal by the 4th Monday of July to your Parish Council Member***

**Committee Name:**

**Committee Purpose:**

**Committee Chairperson: Phone Number:**

**Committee Goal:**

**Committee’s Goal Relationship to the Long Range Plan:**

**Check all that apply: \_\_\_\_ Communication \_\_\_\_ Pastoral Care of Homebound, Sick, & Elderly \_\_\_\_ Family & Community Life \_\_\_ Faith Formation**

**\_\_\_ Parishioner Involvement \_\_\_\_ Youth Engagement \_\_\_ Justice & Charity \_\_\_\_ Worship \_\_\_\_ Pastoral Care**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summarize below the success level achieved for each of the following:**

Describe how well you performed compared to the planned quantity and effort.

Describe how well you performed the required efforts and how key indicators were met.

Describe how your costs in time, talent, and funding were spent.

Describe how you achieved the expected improvements for parishioners, the parish at large or the community.

Describe how your time line or schedule goals were met.

How were your anticipated requirements to succeed realized in terms of relationships and collaboration with other ministries or committees.

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| Narrative of Committee/ Ministry Events or Activities *( Please tell your story and include any plans for improvement going forward)* |