

**SAMPLE REPORT - ANNUAL CLERGY REVIEW OF GOALS AND ACHIEVEMENTS**

Submitted by: The Rev. James N. Smith  
Title: Priest-in-Charge  
Date: XXXX  
Congregation: St. Swithin's by the Lake  
Parish: St. Swithin's

Attention to: Churchwarden 1  
Churchwarden 2  
Parishioner of Cleric's Choice

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**The Year in Review – 20xx**

**Core Ministry Services:**

As part of last year's *Annual Clergy Review of Goals and Achievements*, I had signaled my commitment to diversify the styles of worship at St. Swithin's in order to better meet the spiritual needs of our growing parish community. At that time I had expressed my intent to add an additional service that would service young families in a more contemporary style.

**Key Achievements:** 9:00 am Family Service, Parish Hall

**Progress:**

This new service has been tremendously well received both within our parish community and from the community at large. We now have ten (10) new families worshipping at St. Swithin's on a regular basis and some of our longstanding parishioners have relayed their feedback that they relish the opportunity to worship in a less formal atmosphere, with their children, on a regular basis.

**Challenges:**

Many of the families who now worship at the 9:00 am service, and no longer at the 10:30 service, are not making use of the nursery facilities. The nursery is staffed for the 10:30 service, but seldom used as more and more families are worshipping with their children at the 9:00 am. We are at present looking into alternative staffing methods for the nursery, and perhaps a partnership with the Church School.

**Parish Management:**

Last year I proposed a renewed emphasis on stewardship and communications which was designed to make use of much of the resource material being provided to our congregation by the Diocesan Centre.

**Key Achievements:**

Stewardship & Communications Campaign.

**Progress:**

As a congregation we are communicating more regularly and more positively with parishioners about how their gifts are used to advance mission and ministry in the congregation. Feedback to the year-round campaign has been positive, and givings have increased by 15%.

**Challenges:**

There is some resistance to the additional cost of communicating with parishioners – postage, paper, etc. – and additional volunteer support needs to be engaged with respect to developing some of the resources we were not able to include in last year's campaign, most notably, a narrative budget.

**Leadership Vision:**

Last year I expressed my desire to focus on environmental stewardship, and identifying new ways of become a Green Church.

**Key Achievements:**

Green Church Initiative

**Progress:**

Parishioners have responded favorably with respect to the Green Church Initiative, and have offered their email addresses for the purpose of receiving regular communications like the newsletter and announcements by email. Accordingly, we have reduced our consumption of paper products by more than 70%.

**Challenges:**

There are still many in our congregation who are not using email, which has created additional work for the parish secretary who now has to track two separate communications streams.

The Year Ahead – 20xx

**Core Ministry Services**

**Emphasis:**

Engaging Children & Youth in Worship Services

**Rationale:**

St. Swithin's has grown substantially in the last few years. Many young families with children have joined, however our worship services do not directly involve children and youth and I would like to see that change in 20xx.

**Parish Management**

**Emphasis:**

Planned Giving/Enduring Giving

**Rationale:**

Having laid a strong foundation in 20xx, I would like to see an emphasis on enduring gifts/planned giving for the congregation in 20xx and plan to increase awareness of the gifts that have been bestowed upon us in the past, and offer parishioners more opportunities to consider their own legacy to St. Swithin's.

**Leadership Vision**

**Emphasis:**

Pastoral Care Teams

**Rationale:**

I would like to recruit and train a new pastoral care team that would assist me in providing pastoral care to our growing community of shut-ins. There is a growing current of lay ministry in the congregation and a growing need for pastoral ministry, particularly with the aging population in our community.

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Incumbent

The undersigned have reviewed and concur with *The Annual Clergy Review of Goals and Assessments* as submitted by the Rev. James N. Smith.

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Churchwarden

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Churchwarden

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Parishioner