



Annual Ministry Report Template

Church Name: _____
Ministry Name: _____
Reporting Year: _____
Ministry Leader: _____
Date Submitted: _____

1. Ministry Overview

(Briefly describe your ministry's mission and focus. What is the primary purpose or goal of this ministry?)

2. Ministry Highlights & Accomplishments

(Summarize key events, activities, or achievements from the past year. Include attendance numbers, outreach efforts, and spiritual impact.)

- 1.
- 2.
- 3.
- 4.
- 5.

3. Spiritual Impact

(Describe how your ministry has contributed to the spiritual growth of participants or the congregation as a whole. Share testimonies, feedback, or evidence of lives changed.)

4. Attendance & Participation

- **Average Attendance per Event/Meeting:**
- **Number of New Participants This Year:**
- **Active Team Members/Volunteers:**

5. Financial Summary

(Provide an overview of funds spent and received for the year.)

- **Total Income (Donations/Fundraisers):**
- **Total Expenses:**
- **Remaining Balance:**
- **Major Purchases or Financial Investments:**

6. Events and Programs

(List major events, outreach projects, or programs conducted this year. Include brief descriptions and outcomes.)

Event/Program Name Date(s) Attendance Impact/Outcome

7. Challenges & Lessons Learned

(Identify any challenges faced during the year and what was learned from those experiences.)

8. Goals for the Upcoming Year

(List your top ministry goals for the next year. Include plans for growth, engagement, or new initiatives.)

9. Support or Resources Needed

(What support, resources, or training does your ministry need from church leadership to achieve its goals?)

10. Additional Comments

(Any other information you would like to share with the church leadership?)

Signatures

- **Ministry**
Leader: _____ **Date:** _____
- **Pastor / Church Leadership**
Approval: _____ **Date:** _____

**Please submit completed form to ministry's assigned
ordained minister FIRST and then to
cpbbcministries@gmail.com for approval.**