

# Instructions for Completing Annual Review Form

## **PAGE 1: SUMMARY OF MEETINGS AND EVENTS**

1. After discussion with your assigned MCC liaison, **submit** your entire completed packet **no later than April 1, 2025**, to the Parish Office. INCOMPLETE PACKETS WILL BE RETURNED.
2. **MEETING SUMMARY** – List meetings types, frequency, meeting day, desired location and time including general meetings, council meetings, planning meetings, etc. A FACILITY REQUEST FORM must be completed for each of the meetings listed. **Submit 2 FACILITY REQUEST forms for July - December 2025 and January – June 2026.** *NOTE: Location/room priority is first given to meet the needs of Religious Education & Liturgical Ministry. Your MCC liaison will notify you when the desired location/time/date is approved.*
3. **SUMMARY OF PLANNED EVENTS** – List all planned events for the fiscal year. **Submit an EVENT PLANNING REQUEST** form for **each** event listed. Include both on & off-site events. Provide what information you have by the Annual Review deadline. At least 2 months prior to the event, provide Patty Call with the final & complete details. *Allow additional time if Diocesan approval is required (dances, guest speakers, serving alcohol).*

**PAGE 2: PARISH INVOLVEMENT** - Answer the 4 questions providing as many specifics as possible.

## **PAGE 3: MINISTRY LEADERS INFORMATION**

1. Provide the name, position title, phone number and email or home address of all coordinator/leaders/officers. Please print clearly.
2. Ensure all leaders understand & initial next to their name acknowledging the Privacy Clause Statement. The person completing the Annual Review forms may initial for an absent leader confirming he/she is aware of the Privacy Clause.
3. Sign/date the **Acknowledgement** section confirming the “**Important Reminders**” (list below) was read and understood.

## **MINISTRY GROUPS/LEVELS 2-4:**

1. **Submit** an **ANNUAL BUDGET** using the GSCP Budget spreadsheet.
2. **For Affiliate Members only:** Provide (2) original signed copies of the Usage Agreement and submit verification of your Certificate of Insurance to GSCP and the Diocese of Fresno by your renewal date.

### **\*\*\* IMPORTANT REMINDERS - RETAIN FOR FUTURE REFERENCE \*\*\***

1. **MINISTRY LEADER REQUIREMENT** - Complete the GSCP Volunteer Form and on-line Safe Environment Training. Fingerprint is needed only if this is the first-time volunteering with GSCP and/or do not already have one on file. Fingerprints from the volunteer’s employment or other sources (schools, government agency, etc) are not accepted. Ministry leaders should also be registered parishioners of GSCP. Questions should be directed to Patty Call.
2. **CHANGE IN LEADERSHIP** – A Change in Leadership form must be submitted to the MCC for any changes occurring after the Annual Review is submitted. Ministry leadership is subject to Pastor’s approval. If a parishioner is new to GSCP leadership, a short biography must accompany the Change in Leadership form prior to installation. This does not apply to affiliate ministries (Group/Level 4).
3. **A new or updated FACILITY REQUEST** form is required for any new meetings or events occurring after the Annual Review is submitted. Also, submit a revised form for approval when meeting days or location is changed. Notify the parish office if an approved location is not being used, so the office can assign other groups to use the room.
4. **A new or updated EVENT:** A written proposal must include event description, purpose, & how it benefits the parish community. Submit the required Event Planning Form to Patty Call. **Discussing your event with a Priest or Deacon is not approval.** Also, submit updated EVENT forms if changes occur after the event has been approved. Notify the parish office if the event is cancelled.
5. **FUNDRAISERS-** Fundraisers such as ticket sales, food sales, raffles or social events should be budgeted during the Annual Review process. If held on parish property, the fundraiser date & location must be scheduled with Patty Call. This is to avoid multiple fundraisers occurring simultaneously. Unbudgeted fundraisers must be approved by the Parish Finance Board.
6. Provide a **MEMBERSHIP LIST**, if requested - Parish-based ministries (which are non-prayer groups) need to provide contact information for all active members (name, phone, email or mailing address).