
Annual

History

For Stakes and Districts

Unit name

Unit number

Year

*We have reviewed this annual history,
and it represents an accurate historical account of the unit.*

Stake/District president's signature

Stake/District clerk's signature

Instructions for Preparing the Annual History

The word *stake* also refers to *district*; *ward* also refers to *branch*; and *bishop* also refers to *branch president*.

Purpose

The Annual History, comprised of stake and ward histories, helps fulfill the Lord's charge: "Continue in writing and making a history of all the important things . . . concerning my church; . . . And also, my servants who are abroad in the earth should send forth the accounts of their stewardships" (D&C 69:3, 5).

Responsibility

The stake president is responsible to see that a meaningful and accurate Annual History is submitted each year. He calls a specialist to prepare the annual stake history. Each bishop also calls a specialist to prepare the annual ward history.

Preparing the Annual History

Each stake and ward history has two parts:

1. A narrative summary of the work of the Church and faith of the members in the geographical area of the stake or ward. This summary includes challenges, achievements, and important events and meetings. Lists of ordinances performed and changes in officers may also be included.

Stake and ward history specialists should include faith-promoting events taking place in the lives of members and in Church units. They may draw from the following sources to create the narrative and, *where appropriate*, may include excerpts from or photocopies of the following:

- Notes or reports or reminiscences
- Extracts from minutes, and so forth. (These require the clearance of the stake president or bishop and should not contain sacred or confidential material.)

- Stake, ward, quorum, and auxiliary organization reports
 - Correspondence
 - Photographs (preferably black and white, with place, name, and date identification)
 - Newspaper clippings (preferably photocopies)
2. Officers Sustained forms from stake and ward conferences held during the year.
 - Officers Sustained (Stake) (32300)
 - Officers Sustained (District) (32301)
 - Officers Sustained (Ward/Branch in Stake) (32302)

Submitting the Annual History

Ward specialists should submit the history to the stake history specialist no later than 15 January each year. Stake specialists should use this folder to submit the stake and ward histories no later than 31 January each year. Please do not submit the annual history in ring binders or sheet protectors.

Stake specialists in the United States and Canada should send the Annual History folder to:

CHURCH ARCHIVES
ANNUAL HISTORY
50 E NORTH TEMPLE ST
SALT LAKE CITY UT 84150-3800

Stake specialists outside the United States and Canada should send the Annual History folder to the area administrative office.

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Year

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS