

Instructions for Preparing a Mission Annual History

Purpose

Preparing and submitting a mission annual history 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).

Overview

Compiling the mission annual history should begin in January and continue throughout the year. The mission president assigns a responsible person the task of compiling the history. The assigned person should gather material and invite others to contribute stories and information.

What to Include

A comprehensive mission annual history should contain the following items, many of which are generated or collected in the regular course of mission operations:

- A cover sheet.
- A brief narrative describing the year's important events and developments.
- Reflections by the mission president regarding his ministry during the year.
- Talks given by the mission president and his wife.
- Significant experiences contributed by missionaries and others.
- Clearly labeled photographs (date, location, and a brief description of the setting).
- Reports with key statistics.
- A roster of full-time missionaries serving in the mission at the end of the year.
- A record of missionary transfers during the year.
- Annual histories prepared by the branches reporting to the mission (see Annual History for Stakes and Districts folder instructions).
- Newsletters.
- Special programs and publications.
- Slide shows and other audiovisual productions.
- Photocopies of newspaper clippings (include information that will identify the newspaper and the date it was published).

Note that confidential or private information is typically *not* included in the mission annual history.

Submission

Mission histories are due to the Church History Department or the assigned administrative office no later than March 31. Copies of the history may be retained locally. Missions in the United States and Canada should mail the original version of their annual histories to:

CHURCH HISTORY DEPARTMENT
ANNUAL HISTORY
15 EAST NORTH TEMPLE STREET
SALT LAKE CITY, UT 84150-1600

Missions outside the United States and Canada should mail their annual histories to the assigned administrative office.

For additional information, cover sheets, and templates, see *Church History Guides: Stake, District, and Mission Annual Histories* or visit [lds.org/annualhistories](https://www.lds.org/annualhistories).
