



Area Annual Histories

CHURCH HISTORY GUIDES

COLLECTING,
PRESERVING,
AND SHARING
CHURCH HISTORY

Area Annual Histories

CHURCH HISTORY GUIDES

Published by
The Church of Jesus Christ of Latter-day Saints
Salt Lake City, Utah

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Printed in the United States of America. English approval: 9/14.
PD50026447

Church History Guides: Area Annual Histories **Overview**

Purpose

Preparing and submitting an area annual history helps fulfill the Lord’s charge to “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).

The purposes of the area annual history are to:

- Record the ministry of the Seventy “in building up the church and regulating all the affairs of the same in all nations” (D&C 107:34).
- Provide an administrative history of the Church in an area.

Overview

- The Area Presidency assigns the area Church history adviser or another person to prepare an annual history. Organizing a committee to assist in this endeavor may be helpful.



- Material is gathered throughout the year.
- The material is compiled and organized into the annual history.

- The Area President approves it.
- The annual history is then submitted to the Church History Department, where it will be preserved but restricted from public access.

What to Include

- **Introduction**
- **Ecclesiastical reports**, such as reflections from Area Presidency members and the Area Seventy, assignments, reports from significant meetings, formal reports, presentations, and so on
- **Administrative reports** from Church departments operating in the area, as well as the complete area plan
- **Permission to Use Photographs forms**

Submission

The Area President reviews and approves the area annual history and then ensures that it is submitted by March 31 each year. A copy of the area annual history should be retained at the area office. All areas should mail or hand deliver the original version of the area annual history to the following address:

Church History Department
Annual History
15 East North Temple Street
Salt Lake City, UT 84150-1600

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Church-provided medical supplies were shipped by Islamic Relief in response to the May 2006 Indonesian earthquake.



South America Northwest Area headquarters office in Lima, Peru.

Introduction

Preparing and submitting an area annual history helps fulfill the Lord’s charge to “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).

The purposes of the area annual history are to:

1. Record the ministry of the Seventy serving in the area “in building up the church and regulating all the affairs of the same in all nations” (D&C 107:34).
2. Provide an administrative history of the Church in an area.

The area annual history should reflect and complement the area plan and could become a means for documenting the area plan results. To the extent possible, compilers of area annual histories should ensure that the histories are compatible with existing reporting requirements from other Church departments.

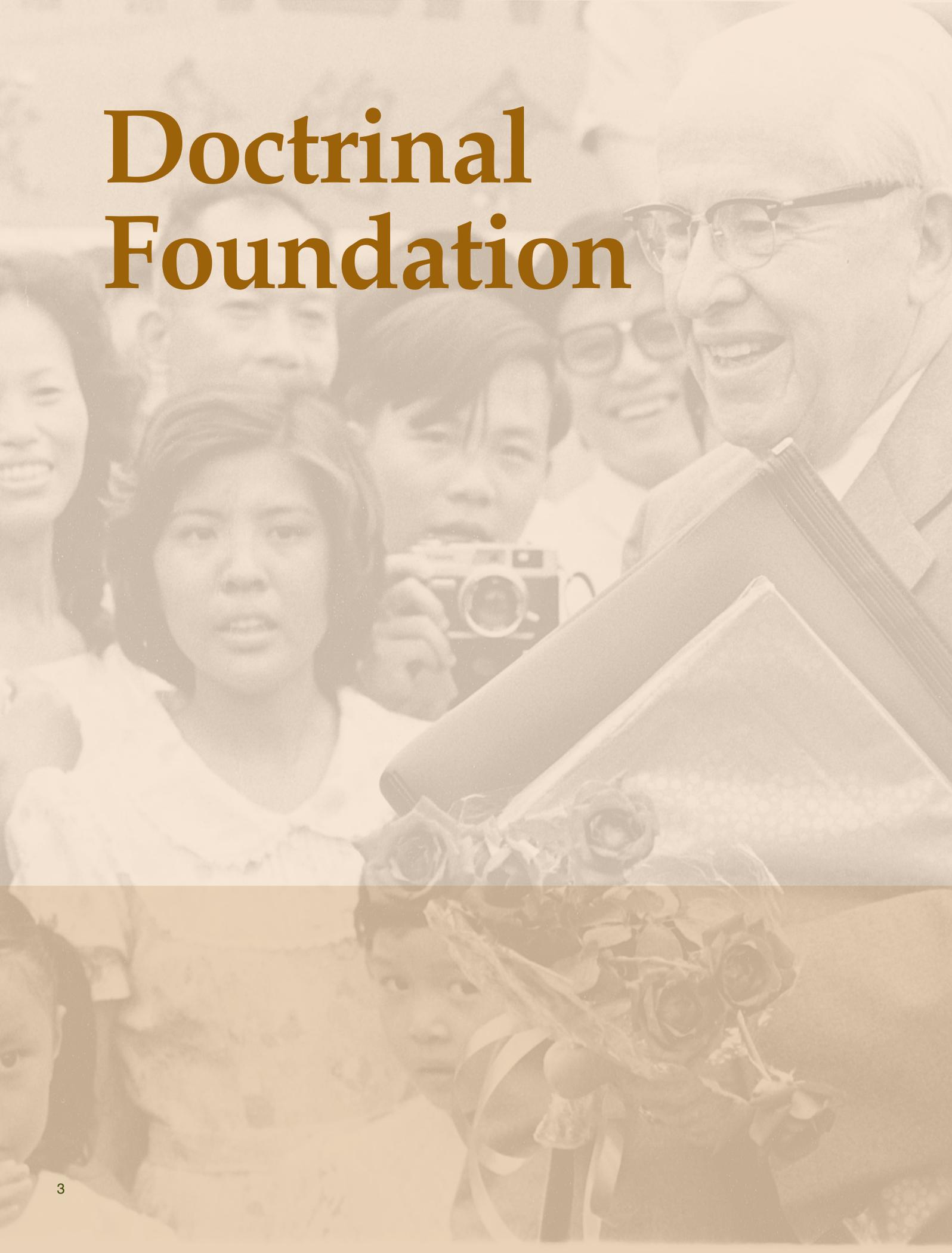
Area annual histories should be sent to the Church History Department each year, with a copy being retained at the area office. Since area annual histories contain confidential information, access to the copy retained at the area office should be limited to those who have been approved by the Area Presidency. Access at the Church History Library will be restricted in accordance with Church History Department policies.

The area annual history can provide leaders with a sense of direction and continuity and may be consulted for background information and to identify trends. It will also be an important source for future histories that the Church may produce.



The Mormon Tabernacle Choir sings at the dedication of the Nauvoo Illinois Temple, 2002.

Doctrinal Foundation





Volunteers build temporary shelters after Typhoon Haiyan in the Philippines, 2013.

Additional insights may be gained through studying the following scriptures:

Doctrine and Covenants 21:1

“Behold, there shall be a record kept among you.”

Doctrine and Covenants 47:3

“And again, I say unto you that it shall be appointed unto him [the Church historian] to keep the church record and history continually.”

Doctrine and Covenants 69:3, 5

“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.”

Doctrine and Covenants 107:34

“The Seventy are to act in the name of the Lord, under the direction of the Twelve or the traveling high council, in building up the church and regulating all the affairs of the same in all nations, first unto the Gentiles and then to the Jews.”

(Left) President Ezra Taft Benson visits members in Taiwan.

Area Annual History Instructions



Annual History Cycle

To fulfill the commandment “to keep the church record and history continually” (D&C 47:3), every area in the Church is to compile a meaningful and accurate annual history.

Compiling the area annual history should begin in January and continue throughout the year. It is due by March 31 of the following year.

The first step in the process is to assign the responsibility for compiling the history to the area Church history adviser or another person. He or she should gather material throughout the year and invite others to contribute stories and information. (See “What to Include” on page 7-9 of this guide.) One way this responsibility can be carried out is through a committee organized to work under the compiler’s direction.



Cycle for preparing an area annual history



One way to gather material for the area annual history is through a committee organized for that purpose.

Possible committee members include the area Church history adviser, the area executive secretary, the area director of public affairs, a representative from the office of the director for temporal affairs, and a representative from the major contributing departments. The committee should meet regularly, perhaps quarterly, to review past assignments and make new assignments. Members of this committee will generally be responsible for the content of the area history, but they should also invite others to contribute.

Near the end of the year, the materials are compiled and given to the Area President. After his approval is obtained, the history is submitted to the Church History Department. (See “Submission Instructions” on page 10 of this guide.)

(Left) Charles Sono-Koree, area Church history adviser, and Joshua Akomdo, area auditor, of the Africa West Area.



Important events such as multistake conferences should be documented in the area annual history.

What to Include

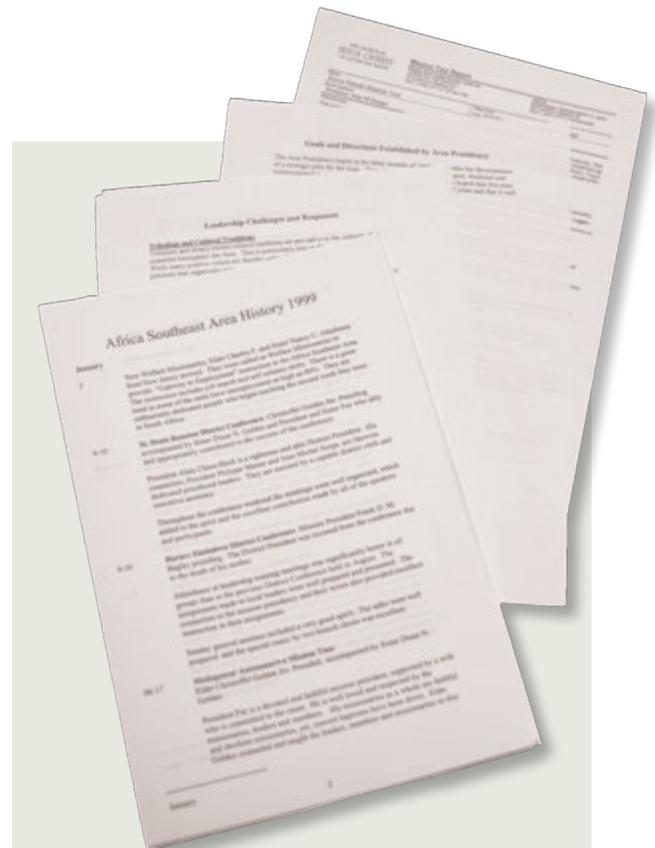
The area annual history contains the following:

- Introduction
- Ecclesiastical reports
- Administrative reports
- Permission to Use Photographs forms

Introduction

The introduction section should include:

- A cover sheet with the area's name, the year covered, and the name of the person who compiled the history.
- A table of contents.



The history should report not only events but also leaders' reflections on those events.

Photocopies of newspaper articles. Include articles written about the Church or prominent Church members. (Identify the name of the newspaper and the date each article was published.)

Photographs and audiovisual productions. Include photographs, videos, slide shows, and so forth. Clearly label them with the date, the location, and a brief description of the setting. If possible, provide the full name of everyone in each photograph. Audiovisual productions should be burned to a DVD, which should be properly protected (such as in a paper sleeve) and be placed in the area annual history. Official Church audiovisual productions and articles from Church magazines and websites will also come to the Church History Department through the records management program.

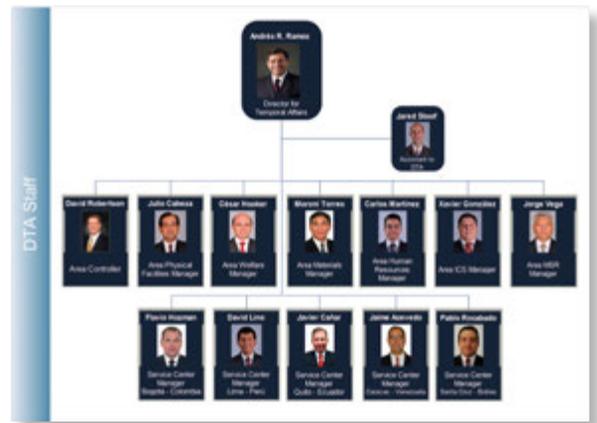
Do not include minutes of meetings. Minutes from meetings should be managed and preserved in accordance with the records management program.

Administrative Reports

The administrative section should include the following:

Area goals, results, and key statistics. Include a copy of the area plan with its appendices and other significant annual reports.

Department reports. Include a brief report summarizing the year from all Church entities operating in the area, such as Public Affairs, Seminaries and Institutes, and Humanitarian Services. Existing operational reports may be suitable if they provide an accurate historical perspective.



Youth participate in a celebration preparatory to the dedication of the Gilbert, Arizona Temple.



Organizational charts. Include organizational charts and rosters of people serving and working on the area level.

Permission to Use Photographs Forms

If possible, obtain a signed Permission to Use Photographs form for every photograph or audiovisual production included in the annual history. The person responsible for compiling the history should ensure that a signed form from every contributing photographer or producer is placed at the back of the annual history. (A copy of the form is found at the back of this guide.)

The form is not necessary when the photograph was taken by a Church employee or a General Authority.



Submission Instructions

The Area President reviews and approves the area annual history and then ensures that it is submitted by March 31 each year. A copy of the area annual history should be retained at the area office.

Late submissions will be accepted; however, because the compilation of the area annual history should occur throughout the year, it is best to finalize the past year annual history as early as possible in order to concentrate on the current year.

When submitting the area annual history, do not staple pages together or use ring binders or sheet protectors. Crafts, trophies, and other objects should not be submitted as part of the area annual history.

All areas should mail or hand deliver the *original version* of the area annual history to the following address:

Church History Department
Annual History
15 East North Temple Street
Salt Lake City, UT 84150-1600

Resources

Permission to Use Photographs (form)

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Permission to Use Photographs

For all photographs or audiovisual productions being submitted for inclusion in an annual history, the owner of the photographs or audiovisual productions completes this form and gives it to the person assigned to compile the history.

Terms, Conditions, and Owner's Agreement

I, the undersigned, am the creator and owner (the "Owner") of the photographs and audiovisual productions identified in the "List of Submitted Photographs" section below (the "Photographs").

I hereby grant Corporation of the President of The Church of Jesus Christ of Latter-day Saints and its affiliated entities (collectively, "COP") a royalty-free, worldwide, unlimited, nonexclusive, nonterminable, perpetual license and permission to freely use the Photographs, including the right to reproduce, distribute, rent, lend, perform, display, broadcast, communicate to the public, alter, crop, edit, modify, adapt, prepare derivative works, and otherwise use the Photographs, either in whole or in part, in any and all media, in unlimited number, and by any and all means now known or hereafter devised, together with the right to freely sublicense others to do any or all of the foregoing.

To the full extent permitted by law, I hereby waive, forever and throughout the universe, any and all so-called "moral rights" now or hereafter recognized with respect to the Photographs and to each and every part thereof for any and all now known or hereafter existing uses, media, and/or forms. In this regard, I acknowledge and agree that I will not receive a credit on or in connection with COP's use of the Photographs.

I represent and warrant that the Photographs are original with me and have not been copied or derived from any other source and that I have the full and unconditional right to grant this permission to use the Photographs. To the best of my knowledge and belief, COP's use of the Photographs in accordance with this permission will not violate the copyrights or other rights of any other person or entity.

I warrant and represent that I have read this Permission to Use Photographs and that by signing below I have granted the permission set forth herein.

Name of Owner (please print)	Address
Signature	
Date	

Parental Consent If the Owner of the Photographs is a minor child, the Owner's parent or legal guardian must complete the following.

I, the undersigned, hereby warrant and represent that I am the parent or legal guardian of the minor child named as the Owner above, that I have full authority to execute this Permission to Use Photographs on behalf of the Owner, and that by signing below I have granted this permission on behalf of the Owner.

Name of parent or guardian (please print)	Address
Signature	
Date	

List of Submitted Photographs Continued on page 2. If more space is needed, use a separate, signed form.

Following is a list of the photographs and audiovisual productions I am submitting.

Brief description	Date	Location	Names of those appearing in the photograph or production

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