GENERAL INSTRUCTIONS
FOR COMPLETING THE 2016 PAROCHIAL REPORT

FILING AND PAGE 1

File your Parochial Report online at http://pr.dfms.org using the UEID and PIN that are printed on the card that was included in your Parochial Report mailing. Do not forget to include the dash in the middle of your UEID when you log on. If you are unable to file online, mail your completed Parochial Report to your diocese. Please do not send your form to New York.

Review your addresses on Page 1 and correct them if there are errors or if information is blank. On your street address, do not give an intersection as your address unless there is no street number. Give an actual street address and zip code of where you hold worship services. This address is not used for mailing purposes. Please give a working email address that is regularly monitored.

PAGE 2: MEMBERSHIP, ATTENDANCE, AND SERVICES

Active Baptized Members of the Reporting Congregation Reported Last Year. This number will appear automatically on the electronic data entry form. Do not change this number unless it is blank, zero, or if it is incorrect because your congregation failed to file a 2015 Parochial Report.

Active Baptized Members of the Reporting Congregation. For statistical purposes the Episcopal Church counts only *active baptized members*. Inactive members should be noted as inactive in the *Register of Church Membership and Rites* and should not be counted in the Parochial Report. By canon law they should remain on the membership rolls, however, until removed by reason of transfer or death.

Enter all active baptized members added during 2016 to the Total Increases line (1.). Enter all of the active baptized members removed by death, transfer or to your inactive roll during the year in line 2. Add the increases to your membership total from last year and subtract your decreases to get your current active, baptized membership total (M16).

Communicants in Good Standing. To be a *Communicant* one must be a baptized member of the reporting congregation. To be a Communicant one also must have received Holy Communion in this church at least three times during 2016. (See Canon I.17.2a) *Communicants in Good Standing* are those communicants, "who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying and giving for the spread of the Kingdom of God."(See Canon I.17.3) On Line 3, enter the number of adult (age 16+) communicants in good standing. On line 4, enter the number of youth who are communicants in good standing. The sum of lines 3 and 4, entered in box 5, will be the total communicants in good standing. **The total communicants in good standing will never be larger than the number of active baptized members (M16).**

Average Sunday Attendance. To obtain the average Sunday attendance for the year, compute (add up) the total number of persons (children and adults) who attended all public Sunday services (include Saturday evening Eucharists if they are considered Sunday services) during 2016. Do not include attendance at weddings or funerals. Divide the total number of those attending all Sunday services by the number of Sundays when services were offered to get the average and enter the result on line 7.

Average Principal Worship Service Attendance on a Weekday. If your congregation does not hold its principal worship services on Sunday or Saturday evening, enter on line 8 the average attendance for the weekday service or services which are considered your congregation's principal worship service(s).

Sacraments and Services. This section refers to services held, not the people who attended them. Refer to the Workbook for Page 2 for additional information about recording services (available at http://www.episcopalchurch.org/page/parochial-report under 2016 Parochial Report).

Adult Education. Indicate whether regular Sunday or weekday education programs for adults (age 16+) were held in 2016 by checking the "Yes" or "No" boxes. If education or spiritual formation programs, classes, or groups for adults were held by this congregation, indicate the total number of adults (members or non-members) involved in such activities during the year on line 24.

PAGE 3: STEWARDSHIP AND FINANCIAL INFORMATION

Pledge cards. On line 1, enter all persons, adults and children, who signed a pledge card (number of signed pledge cards) or some other pledge of record (signed note or letter of pledge) for the Report Year.

Amount pledged. On line 2, enter the total amount pledged (not the amount of pledge income received).

General Description of Operating Revenues and Expenses: All funds, from whatever source, that are used for the general operation of the congregation are *operating revenues*. The general operation of the congregation includes—but is not limited to—compensation of clergy & lay staff, all expenses related to operating and insuring the building(s), expenses of the music program, church school, adult education programs, flowers and supplies for the altar, diocesan quota or assessment, utilities, and office expenses.

Because operating revenues are defined as the funds that are used to pay operating expenses, Total Operating Revenue will typically equal or nearly equal Total Operating Expenses.

Money received from investments used for operations in 2016. Line 4 does not refer to gains or losses in your congregation's investments, but rather to funds transferred from your investments to your operating budget. A negative number cannot be reported here because it is incorrect.

Non-operating Revenue. Funds included here are not part of a congregation's operating budget. All funds received that were used for a non-operating purpose (expense) must also be non-operating revenue. Thus, plate or pledge funds that were transferred to investments should not be counted in line 3. They should be counted in line 9. If they are spent at some later date for an operating purpose, the amount transferred from investments into the operating budget is recorded in line 4 for that year.

Cash and Investments. Line 19, cash in checking and passbook savings accounts, refers to cash in such accounts. Funds held as CDs, bonds, stocks, and other securities will be recorded in Line 20, as well as funds invested for the congregation by a foundation or other entity providing investments for congregations. Increases or decreases in the value of your investments are not recorded on this form, but are reflected in the amount recorded in Line 20 from year to year. When funds are transferred from your investments into your operating budget they are recorded in Line 4 as operating revenue.

PAGE 4: PRIESTS AND DEACONS SERVING THIS CONGREGATION

Priest(s) Serving this Congregation. Most congregations have one priest. Enter the name, position and other information on that individual in the first set of boxes. Report on the priest(s) serving your congregation now as you complete the Parochial Report, rather than the situation at the end of 2016. If you have more than four priests, the online form will generate additional space for entry.

"Full time and part time" refer to work in this congregation. If your priest also serves another congregation, the name of the other congregation should be entered in the space provided. Priests who receive only non-monetary compensation (such as housing) should be recorded as part-time rather than non-stipendiary. Do not record priests who occasionally lead worship services but are not on the staff of the church. It also is not necessary to include retired assisting priests unless they assist in leading worship on a regular basis.

If you have no regular or interim priest at present, indicate who leads worship for your congregation by checking the appropriate boxes (supply priest, deacon, lay worship leader, other). If you have a "long-term" supply priest, enter that person's name in the space provided.