

**INSTRUCTIONS**  
**THE 2018 PAROCHIAL REPORT**  
**THE EPISCOPAL CHURCH**

**INTRODUCTION**

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The Parochial Report is one of the most venerable practices of our church. Designed by the House of Deputies' Committee on the State of the Church, and approved by the Executive Council of the General Convention, it is an annual insight into the life, ministry, finances, and membership of The Episcopal Church. The Parochial Report is not the complete portrait of congregational life or vitality, but the information you provide is indispensable as we plan for God's mission. Thank you for your time, your thoughtfulness, and your attention to detail.

The Parochial Report is not a Herculean task! It's actually quite straight-forward, and you will have as much assistance as you need. These instructions are designed to provide some guidance, but if you need other help, we're here to assist: please contact the General Convention Office at [pr@episcopalchurch.org](mailto:pr@episcopalchurch.org).

The easiest way to complete the Parochial Report is to file online at: <http://pr.dfms.org> – and we hope you will. It will be faster, simpler, and no printing is required.

You'll need your congregation's User Name (also known as the "Universal Episcopal Identification" or UEID) and the pin from the index card in the Parochial Report packet you received – and please include the dash in the middle of your User Name when you log on. Before you begin, have at hand the attendance, membership, and financial information you will need. In fact, the first thing we suggest is that you read through the entire Parochial Report form, noting for yourself how – and from whom – you will assemble the information required.

Finally, if there's some reason you are unable to file online, please check with your diocesan office. People there can assist you to complete the form online, or they may ask you to mail your completed Parochial Report to them.

Are you ready? Okay, let's fill out the Parochial Report and file!

**PAGE 1**

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Please review your addresses and correct any errors, or provide any missing information. For your street address, please provide the address and zip code of where you hold worship services. Also, please provide an email address that is regularly monitored.

**PAGE 2**

**MEMBERSHIP, ATTENDANCE, AND SERVICES**

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**Active Baptized Members of the Reporting Congregation Reported Last Year.** This number will appear automatically on the electronic data entry form. Please do not change this number unless it is blank, or if it is incorrect because your congregation did not file a 2017 Parochial Report.

**Active Baptized Members of the Reporting Congregation.**

We love all people, but for statistical purposes, the Episcopal Church counts only *active baptized members*. Inactive members should be noted as inactive in the congregation's records, but should not be counted in the Parochial Report. (Inactive baptized members remain on the membership rolls until they die or transfer to another church.)

The number of active baptized members who became part of your congregation in 2018 should be included in Line (1.) – Total Increases. The number of those removed by death, transfer or to your inactive roll during the year should be recorded 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 (M17).

### **Communicants in Good Standing**

To be a *Communicant* one must be a baptized member of your congregation. To be a Communicant one also must have received Holy Communion in this church at least three times during 2018. (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 communicants in good standing who are over 16 years old. On line 4, enter the number of communicants in good standing who are 16 years old or younger. The sum of lines 3 and 4, entered in box 5, will be your total communicants in good standing. It’s good to remember that the total number of communicants in good standing cannot be larger than the number of active baptized members (M17).

### **Average Sunday Attendance**

It’s easy to figure the Average Sunday Attendance for the year: just add the total number of persons who attended all public Sunday (and Saturday evening) services during 2018, and divide by the number of Sundays. (Please don’t include attendance at weddings or funerals.) Then, enter the result on Line (7.)

### **Average Principal Worship Service Attendance on a Weekday**

On Line (8.) : Only if your congregation does not hold its principal worship services on Sunday or Saturday evening, please enter 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 number of people who attended the liturgies. Refer to the Workbook for Page 2 for additional information about recording the number of liturgies.

Available at: <http://www.episcopalchurch.org/page/parochial-report>

### **Adult Education**

If your congregation held regular Sunday or weekday education programs for adults (age 16+), check the “Yes” box. Please place the total number of adults (members or non-members) involved in such activities during the year on Line (24.).

### **Languages**

If your congregation conducts worship in multiple languages please indicate on Line (8) and (9).

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## **PAGE 3: STEWARDSHIP AND FINANCIAL INFORMATION**

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### **Pledge cards**

On Line (1.), enter the number of all persons who pledged financially to your congregation in 2018

### **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 such things as clergy and other staff compensation; building operations and insurance; program expenses; music and worship expenses; administrative expenses; and any payments toward your diocesan budget.

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 2018

On Line (4.), any amounts transferred from your investments to your operating budget. Some congregations call this the “draw on investments.”

### 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 are also non-operating revenue, including donations to endowments, designated (sometimes called “pass-through”) offerings, and surplus operating funds transferred to financial reserves or investments.

### Cash and Investments

On Line (19.), please record funds that are in cash or immediately-available financial accounts, such as checking or money market funds that have checking privileges. Funds held as CDs, bonds, stocks, and other securities will be recorded on Line (20.). That line should also include funds owned by the congregation and invested for it (This includes congregationally-controlled trusts, Diocesan or church-wide investment trusts, or the like). Increases or decreases in investment are included in Line (20.). (As noted earlier, when funds are transferred from your investments into your operating budget they are recorded in Line (4.), as operating revenue.)

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## PAGE 4: PRIESTS AND DEACONS SERVING THIS CONGREGATION

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**Priest(s) Serving this Congregation.** In various lines, please list as indicated all the clergy **currently (as of today)** serving in your congregation. 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 your 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. You should not record the priests who occasionally lead worship services but are not considered members of the clergy staff.

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.

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## PAGE 5: OUTREACH MINISTRIES AND VOLUNTEER ACTIVITY

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Do you have volunteers participating in any of the listed ministries? If so, please check “Yes” and let us know if few volunteers are involved (less than 5) or many (more than 5).

This is a newer page and we are asking for an estimated number for “Estimated number of people served.”  
Please do not enter words or symbols.