

INSTRUCTIONS
THE 2019 PAROCHIAL REPORT THE
EPISCOPAL CHURCH

INTRODUCTION

The Parochial Report is one of the most valuable 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. While the Parochial Report is not the complete portrait of congregational life or vitality, 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, and if you need other help, please contact your diocesan office.

The Parochial Report is completed online at: <http://reports.dfms.org>. To begin you'll need to update your login credentials. Starting in January 2020 all login credentials will need to be an email address and a password you create. To upgrade you'll need your congregation's Unique Episcopal Identification (UEID) and the PIN. If you can't remember your UEID and PIN, please contact your diocesan office as they can provide both and/or update your login name as well. Note, that if your diocesan contact updated your login name for you, this doesn't update your PIN. You will still need to update your PIN and create a unique password. Please email the General Convention Office at pr@episcopalchurch.org if you run into any problems with the filing site.

We also recommend having 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

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

Active Baptized Members of the Reporting Congregation Reported Last Year. This number will appear automatically on the filing site. Please do not change this number unless it is blank, or if it is incorrect because your congregation did not file a 2018 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 2019 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 (M18).

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 2019. (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 16 years old and over. On line 4, enter the number of communicants in good standing who are under 16. 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 (M19).

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 2019 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: <https://episcopalchurch.org/research/forms-and-instructions>

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 (25) and (26).

Pledge cards

On Line (1.), enter the number of all persons who pledged financially to your congregation in 2019

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 2019

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.)

PAGE 4: PRIESTS AND DEACONS SERVING THIS CONGREGATION

Priest(s) Serving this Congregation. Please list as indicated all the clergy **currently** serving in your congregation. This means all clergy currently serving as of the day completing the report. If you are using the PDF version of the form and have more than four priests, feel free to add a page with the additional clergy.

“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.

PAGE 5: OUTREACH MINISTRIES AND VOLUNTEER ACTIVITY

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.