THE **2023 REPORT** OF EPISCOPAL CONGREGATIONS AND MISSIONS
ACCORDING TO CANONS I.6, I.7, AND I.17
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)

Name of Congregation		Diocese		
Street Address 1		City		State
Street Address 2	Zip + 4	County	Country	
Mailing Address 1		Mailing City		State
Mailing Address 2	Zip + 4	County	Country	
Email Address	Congregation's Web Address		Phone #	
Federal Tax ID #				

Report Preparation

Membership, Attendance, & Services - Pages Prepared by:	Email Address:	Daytime Phone:
Stewardship & Financial - Pages Prepared by:	Email Address:	Daytime Phone:

Certification by the Clerk of the Vestry

Certified by (Print or type name)	Email Address:	Daytime Phone:
Signature		Date

Certification by the Treasurer/Financial Vestry Officer

Certified by (Print or type name)	Email Address:	Daytime Phone:
Signature		Date

Certification by the Rector/Vicar/Priest-in-Charge

Certified by (Print or type name)	Email Address:	Daytime phone
Signature		Date

Warden/Vestry Approval

Warden (Print or type name)	Email Address:	Daytime Phone:
Indicate the date that your 2023 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)	Date	

Parochial Report Completion

How many people participated in completing this parochial report?	
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it):	
Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer	

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Membership, Attendance and Services of the Reporting Congregation

Active Participants in the Reporting Congregation:

Anyone of any age who is active in the congregation regardless of baptism or membership status

1. | **Total Active Participants:** | [ ]

2. Of the total active participants, how many are in each of the following age groups?   #

Children (ages 0-12): _____
Youth (ages 13-17): _____
Young adults (ages 18-34) _____
Middle adults (ages 35-64) _____
Senior adults (ages 65 and older): _____
(this should add up to the Active Participant total)   **Total** [ ]

3. Of the total active participants, provide the number and percentage that are in each of the following racial/ethnic categories? If this is not information already available for your congregation, we suggest a survey to allow individuals to self-identify.

	%	#
American Indian/Alaska Native (non-Hispanic)	_____	_____
Asian (non-Hispanic)	_____	_____
Black or African American (non-Hispanic)	_____	_____
Hispanic or Latino(a)	_____	_____
Native Hawaiian or Pacific Islander (non-Hispanic)	_____	_____
White (non-Hispanic)	_____	_____
Multiracial	_____	_____
(Note, that percentages should add up to 100%) **Total**	[ ]	[ ]

Active Baptized Members of the Reporting Congregation at Year-End:

Using the 2022 Parochial report, record the **Number of Baptized Members reported as of December 31, 2022.**

M22 (See your 2022 Parochial Report, Box M22)   **Members Reported Last Year in 2022= M22** _____

4. **Increases during year**: *All members added to the baptized members section of the congregation's* Membership Register *during 2023 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.*   + _____

5. **Decreases during year:** *All active baptized members lost by death, transferred to another congregation, removed to inactive status in the* Register of Church Membership and Rites*, removed for other reasons, or not removed from last year's membership count.*   - _____

M23 *Add the increases entered in line 4 to* **Box M22**.*Then subtract the decreases entered in line 5 for the total active membership as of December 31, 2023*

Total Active Baptized Members (end of report year 2023) = M23 = [ ]

Communicants in Good Standing of the Reporting Congregation

*Baptized members of the reporting congregation who "have received Holy Communion **at least three times** during the preceding year" and are faithful "in corporate worship, **unless for good cause prevented**," and "in working, praying, and giving for the spread of the Kingdom of God."*

6. Adult communicants in good standing (age 16 and over) = _____
7. Youth communicants in good standing (under age 16) = _____
8. **Total Communicants in Good Standing (sum of 6 and 7) =** [ ]

Review of Database

9. When was the last time the congregation's database of participants was reviewed and adjusted?   [date] _____

10. How frequently is the congregation's database of participants reviewed and adjusted?
☐ quarterly   ☐ twice a year   ☐ annually   ☐ Other: _____

A filed report is due online at https://reports.dfms.org by **March 1**.

Congregation	City	Diocese

In-Person Worship Attendance

*The following attendance questions are for recording in-person worship attendance **only**. Do not include online participation numbers.*

11. **Average Weekly Attendance**
Include all regularly scheduled worship (Sundays, Weekday Services, Holy Days, or special feasts observed annually). Divide total attendance by the number of weeks.
Total In-person Attendance: _____ *Total # of weeks:* _____ = _____

12. **Total Attendance for All Non-Regularly Scheduled Worship**
(i.e., Burials, marriages, baptisms conducted outside regularly scheduled worship, quinceañeras, etc.) _____

13. **Average Sunday Attendance**
Sunday (& Saturday Evening) Attendance for In Person Worship. *Divide total attendance by the number of Sundays In-Person worship was conducted.*
Total In-person Attendance: _____ *Total # of Sundays:* _____ = _____

14. **Average In-Person Principal Worship Service Attendance on a Weekday**
for congregations without Sunday or Saturday evening services. Divide total attendance by the number of weeks.
Total In-person Attendance: _____ *Total # of weeks:* _____ = _____

15. **Total In-Person Easter Sunday Attendance (including Easter Vigil):** _____

16. **Total In-Person Christmas Eve and Christmas Day Attendance:** _____

How was worship conducted in 2023?

17. Indicate the languages in which worship is conducted:
☐English ☐Spanish ☐French ☐Haitian Creole ☑Mandarin ☐Tagalog ☐ASL

18. Other Language (please list): _____

19. In what ways has your community worshipped this year? (check all that apply)

☐ In-Person Indoors
☐ In-Person Outdoors
☐ Virtual
☐ Hybrid (both in-person and online)

20. Do you track online attendance/participation? ☐ Yes ☐ No

20a. If yes, how do you count online attendance/participation? _____

20b. Average Weekly Online Participation in Worship (if known): _____

Sacraments & Services: Using the Register of Church Membership and Rites

Provide information for in-person, hybrid, and online separately.

If Eucharist was not celebrated at the congregation's principal services, count the services as Daily Office.
- **In-person** indicates the service was not available online and was only conducted in-person.
- **Hybrid** designates that the service was both in-person and online.
- **Online** means the service was available online only.

		In-Person Services	Hybrid Services	Online Services
21.	Total Sunday & Saturday Evening Eucharists	_____	_____	_____
22.	Total Weekday Eucharists or other	_____	_____	_____
23.	Total Private Eucharists	_____	_____	_____
24.	Daily Offices on Sunday or Saturday Evening	_____	_____	_____
25.	Daily Offices Held on Weekdays	_____	_____	_____
26.	Marriages Conducted in 2023	_____	_____	_____
27.	Burials Conducted in 2023	_____	_____	_____
28.	Baptisms 16 years and older	_____		
29.	Baptisms under 16 years of age	_____		
30.	Confirmations 16 years and older	_____		
31.	Confirmations under 16 years of age	_____		
32.	Received by a Bishop	_____		

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Faith Formation:

33.	Are regular Sunday or weekday adult education programs held?	☐ Yes	☐ No

34. How were religious education or spiritual formation programs held?
☐In-person   ☐Hybrid   ☐Online

35. Number of adults engaged in religious education or spiritual formation: _____

36. Number of children and youth engaged in religious or spiritual formation: _____

Narrative Questions:

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

37. What opportunities and challenges did the congregation face in 2023?

38. Looking toward the future, what changes do you hope to see in your faith community?
What does your community need in order to bring about these changes?

39. We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.

Congregation	City	Diocese

Stewardship and Financial Information of the Reporting Congregation

				US DOLLAR	OTHER CURRENCY
Giving Information for 2023:					
	Please indicate the reporting currency:				
Number of Pledges	1.	Number of confirmed pledges/commitments for 2023 report year	(1)		
Total $ Pledged	2.	Total dollar amount pledged for 2023 report year	(2)		
Report of Revenues and Expenses for 2023:					
Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3)		
	4.	Money from investments used for operations in 2023	(4)		
	5.	Other operating income	(5)		
	6.	Unrestricted bequests used for operations	(6)		
		Subtotal Normal Operating Income (3+4+5+6) = A			
	7.	Assistance from diocese for operating budget	(7)		
		Total Operating Revenues (A + 7) = B			
Non-Operating Revenues	8.	Capital funds, gifts & additions	(8)		
	9.	Additions to endowment & other investment funds	(9)		
	10.	Contributions & grants for congregation-based outreach & mission programs	(10)		
	11.	Funds for transmittal to other organizations	(11)		
		Subtotal Non-Operating Revenues (8+9+10+11) = C			
		Total All Revenues (B+C) = D			
Operating Expenses	12.	To diocese for assessment, appointment, or fair share	(12)		
	13.	Outreach from operating budget	(13)		
	14.	All other operating expenses	(14)		
		Subtotal Operating Expenses (12+13+14) = E			
Non-Operating Expenses	15.	Major improvements & capital expenditures	(15)		
	16.	Expenses for congregation's outreach & mission	(16)		
	17.	Funds contributed to Episcopal seminaries	(17)		
	18.	Funds sent to other organizations	(18)		
		Subtotal Non-Operating Expenses (15+16+17+18) = F			
		Total All Expenses (E+F) = G			
At Year-End: **As of December 31, 2023**	19.	Total cash in all checking & savings accounts	(19)		
	20.	Total investments at market value (not including cash reported in line 19)	(20)		

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Continuing Stewardship and Financial Information of the Reporting Congregation

Information for 2023:

21. Number of contributing households without a pledge/commitment: _____

22. If the congregation has an endowment or reserve funds, how did usage of those funds in 2023 change compared to 2022?

☐Increased ☐Decreased ☐Same

23. If the congregation takes an endowment draw to fund the operating budget, what was the percentage draw from the endowment for 2023?

(If there are multiple endowment funds provide the average draw percentage)

24. How significant is the negative impact of the pandemic on your congregation's finances for 2023?

☐ Very significant ☐ somewhat significant ☐ neutral ☐ somewhat insignificant ☐ very insignificant

Comments:

25. Does the congregation have any outstanding debt? ☐Yes ☐No

If yes, how much? (In your currency) _____

What is the debt for?

26. What is the financial outlook for the congregation over the next 5 years?

_____

_____

_____

_____

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Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-Charge or interim	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: ☐ Full time ☐ Part time ☐ Non-stipendiary	Year called to this congregation:	Church pension status: ☐ Active ☐ Retiree ☐ Non-active
Name of other congregation(s) currently served by this priest		

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: ☐ Full time ☐ Part time ☐ Non-stipendiary	Year called to this congregation:	Church pension status: ☐ Active ☐ Retiree ☐ Non-active

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: ☐ Full time ☐ Part time ☐ Non-stipendiary	Year called to this congregation:	Church pension status: ☐ Active ☐ Retiree ☐ Non-active

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: ☐ Full time ☐ Part time ☐ Non-stipendiary	Year called to this congregation:	Church pension status: ☐ Active ☐ Retiree ☐ Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no resident priest at present, who leads Sunday worship services? (Check all that apply)

☐ Supply   ☐ Priest(s)   ☐ Deacon   ☐ Lay worship   ☐ Other: _____

☐ A long-term   (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1	First Name	Middle Name
☐ Deacon (vocational) ☐ Transitional Deacon	Year ordained (priest)	

Last name of Deacon #2	First Name	Middle Name
☐ Deacon (vocational) ☐ Transitional Deacon	Year ordained (priest)	

Name(s) of other congregation(s) currently served by these priests (if any)

Explanation of Unique or Unusual Clergy Situation

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Outreach Ministries and Volunteer Activity of this Congregation

Using the boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2023. Leave the row blank if the congregation does not participate in a listed ministry

	Estimated total number of volunteers involved	Estimated number of new volunteers this year	Estimated number of people served per month	Does the congregation donate space for this ministry?	Does the congregation make financial or in-kind donations for programs provided by others?
	#	#	#	Yes or No	I=In-kind F=Financial B=both
1. Food pantry, soup kitchen or meal projects					
2. Sustainable food garden/cooperative (such as "Farm to Tray")					
3. Cash, vouchers or help with rent/utilities					
4. Day care, pre-school, before or after-school programs					
5. Tutoring or literacy programs					
6. Health programs (parish nurse, clinics, health education, etc.)					
7. Community organizing, organized social issue advocacy					
8. Job placement, job training, employment counseling					
9. Building projects (such as Habitat for Humanity)					
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)					
11. Programs for the elderly and homebound persons					
12. Clothes closet, thrift store					
13. Homeless or no-freeze shelter					
14. Overseas sponsorship or partnerships, Sister parish or Diocese relationship					
15. Refugee resettlement					
16. Ecumenical or Interfaith Partnerships					
17. Other, not listed.					

In the past year, has the congregation completed or reviewed its profile of domestic and global mission activities on the Episcopal Asset Map, a joint project of The Episcopal Church and Episcopal Relief & Development?

☐Yes	☐No		

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