

**THE 2024 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

| | | |
|--|----------------|----------------|
| Data and Demographics 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 of meeting: | |

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

| | | |
|----------------------------------|----------------|----------------|
| Approved by (Print or type name) | Email Address: | Daytime Phone: |
| Signature | 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): <i>Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer</i> | |
| | |

Congregation

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Attendance and Impact:

Lines 1 through 5 helps us measure the scope and reach of all churches while acknowledging that not every participant or person is impacted by the church is a member. In addition, our hope is that these questions also capture long distance (virtual) engagement.

To calculate "viewership" for online or streamed services please use the combined totals across all streaming platforms (e.g., 5 Zoom viewers, 10 Facebook viewers, 25 YouTube viewers would be 40 total live viewers). Viewership should measure "unique" viewers (rather than using viewers as a proxy for household) and includes all viewers, no matter for how long they stayed.

1. Average Sunday Attendance In-Person

Sunday (& Saturday Evening) Attendance for In Person Worship.

Divide the total of in-person annual attendance by the number of Sundays In-Person worship was conducted.

Total In-person Attendance: _____ ÷ Total # of Sundays: _____ =

2. Average Sunday Attendance Online

Sunday (& Saturday Evening) Attendance for Online Worship.

Enter your total annual livestream attendance across all platforms (do not include your 'viewed after' total) and divide by the number of Sunday services held.

Total Online Viewership _____ ÷ Total # of Sundays: _____ =

3. Average Weekday Attendance In-Person

Include all regularly scheduled worship (Weekday Services, Holy Days, or special feasts observed annually) attendance for the entire year. Then divide total attendance by the number of weeks.

Total In-person Attendance: _____ ÷ Total # of weeks: _____ =

4. Average Weekday Attendance Online

Enter your total annual livestream attendance across all platforms (do not include your 'viewed after' total) and divide by the number of weeks services were held.

Total Online Viewership: _____ ÷ Total # of weeks: _____ =

5. Please estimate the average number of unique non-live views your main recorded service receives within the week following broadcast.

Enter your average or estimated average "viewed after" total (do not include your live, online viewers reported in line 2). If you have not regularly tracked this number, you may want to briefly look at the data from recent, non-holiday main services to estimate the average viewership

Average 1-week (unique): _____ Estimated Average

6. Outreach beneficiaries:

Estimated beneficiaries of outreach ministries per week.

7. Average volunteers that are not members:

Average number of non-member volunteers for outreach ministries per week.

8. Total Impact:

Total average impact of church. (Calculate lines 1 through 7)

Communicants in Good Standing:

Communicants in Good Standing are 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."

9. Adult communicants in good standing (Age 16 and over) = _____

10. Youth communicants in good standing (Under age 16) = _____

11. Total Communicants in Good Standing (Sum of 6 and 7) =

Active Members and Participants in the Reporting Congregation:

For lines 12 and 13, enter the total amount active members and participants for end of report year for 2024.

12. Total Active Members (other) _____

Active members (others) should include those who regularly participate in the life of the church, are members (according to your parish standard) but do not meet the Communicant in Good Standing threshold. This can include non-Episcopalians and non-Christians who are members of the parish.

13. Total Estimated Active Participants (non-members) _____

Active participants (non-members) should include those who participate in the life of the church but do not meet the Communicant in Good Standing threshold OR the membership standard for your parish.

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Easter and Christmas Attendance:

For lines 14 and 15, enter the total in-person attendance. *Please do not include online participation numbers.*

- 14. Total In-Person Easter Sunday Attendance (including Easter Vigil): _____
- 15. Total In-Person Christmas Eve and Christmas Day Attendance: _____

Clergy serving this congregation:

This question helps us understand how many individuals undertake work on behalf of the church, recognizing in particular the contributions of lay staff (paid or unpaid). Unpaid lay staff may include, but is not limited to, nursery workers, Sunday school facilitators, parish administrators, lay preachers, etc.

16. Total amount of Clergy and Staff serving this congregation:

| | | | | | |
|--------------------------|------------------------|--------------------------|----------------------------------|--------------------------|-------------|
| Clergy: | | Staff: | | | |
| _____ | Full Time Clergy | _____ | Full Time Lay Staff | | |
| _____ | Part Time Clergy | _____ | Part Time Lay Staff | | |
| _____ | Non-Stipendiary Clergy | _____ | Unpaid/Non-Stipendiary Lay Staff | | |
| <input type="checkbox"/> | Total Clergy Staff | <input type="checkbox"/> | Total Lay Staff | <input type="checkbox"/> | Total Staff |
| _____ | Deacons | | | | |
| _____ | Priests | | | | |

17. Who leads your primary worship service? (Select one)

| | | | | | |
|--------------------------|------------------|--------------------------|-------------------|--------------------------|------------|
| <input type="checkbox"/> | Full Time Priest | <input type="checkbox"/> | Short Term Supply | <input type="checkbox"/> | Lay Person |
| <input type="checkbox"/> | Part Time Priest | <input type="checkbox"/> | Long Term Supply | <input type="checkbox"/> | Deacon |

18. Does your congregation have a unique or unusual clergy situation? (Select all that apply)

Long Term Supply or Interim Call to Common Ministry Clergy from elsewhere in The Anglican Communion

Sacraments & Services:

19. How many of the following did your church provide? (Numeric responses)

This information should be easily accessed through your parish register. This helps us measure the vitality of your church through the provision of sacraments and other lifecycle services.

| | | |
|--------------------------|-----------------------|-----------------------------|
| # of Individuals: | # of services: | # of services: |
| _____ Baptisms | _____ Marriages | _____ Eucharists |
| _____ Confirmations | _____ Burials | _____ Daily Office Services |
| _____ Receptions | | |

20. Which of the following services/programs/initiatives does your church have? (Select all that apply).

This question allows us to measure the vitality of the church through provision of services and initiatives that help engage the parish and larger community.

| | | | |
|---|--|--|---|
| <input type="checkbox"/> Sunday Morning Eucharist | <input type="checkbox"/> Streamed Service | <input type="checkbox"/> Children's Choir | <input type="checkbox"/> Ecumenical Collaboration |
| <input type="checkbox"/> Sunday Morning Prayer | <input type="checkbox"/> Interactive Virtual Service | <input type="checkbox"/> Sunday School | <input type="checkbox"/> Virtual Formation |
| <input type="checkbox"/> Other Weekend Eucharist | <input type="checkbox"/> Paid Musicians | <input type="checkbox"/> Sunday Childcare | <input type="checkbox"/> In Person Formation |
| <input type="checkbox"/> Weekday Eucharist | <input type="checkbox"/> Volunteer Musicians | <input type="checkbox"/> Bible Study | <input type="checkbox"/> Campus Ministry |
| <input type="checkbox"/> Weekday Morning/Noonday/Evening Prayer | <input type="checkbox"/> Adult Choir | <input type="checkbox"/> Outreach Ministries (e.g. food pantry, shelter) | <input type="checkbox"/> Other: _____ |

21. Does your church have any subsidiary or associated organizations? (Select all that apply).

Preschool or Nursery Program K-8 School 9-12 School Outreach Ministry Other _____

Demographics:

22. For which of the following languages do you offer services? (Select all that apply)

This question allows us to better understand the distribution of languages of worship within the church. It also helps us highlight parishes which multilingual programs and services.

| | | | |
|----------------------------------|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> French | <input type="checkbox"/> Mandarin | <input type="checkbox"/> ASL |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Haitian Creole | <input type="checkbox"/> Tagalog | <input type="checkbox"/> Other: _____ |

23. Select this box if you offer a service that is simultaneously conducted in more than one language.

| | | |
|---|-------------|----------------|
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| <p>24. Approximately what percentage of your congregation is White, Caucasian, or of European descent? <i>(Mark the scale)</i></p> <p style="text-align: center;"> </p> <p style="text-align: right;">Or enter percentage: _____</p> | | |
| <p>25. What is the estimated average age of your congregation? <i>(Mark the scale)</i></p> <p style="text-align: center;"> </p> <p style="text-align: right;">Or enter age: _____</p> | | |

Giving Information for 2024:
 Please indicate the reporting currency: _____

Stewardship

Questions about stewardship help us see the evolving nature of pledge campaigns and their relationship to other contribution trends.

Example A: On January 1, 2024, St. Paul’s had received 84 pledge cards. Five additional pledge cards for 2024 were received later that month, and four new families made pledges during 2024. Enter 93 (84+5+4) on line 1, even though some who signed pledge cards may have died or moved away during the Report Year. On line 2 enter the total pledged from the 93 pledge cards shown on line 1, even though not all pledges may have been fulfilled.

| | US DOLLAR | OTHER CURRENCY |
|---|-----------|----------------|
| <p>1. Number of confirmed pledges to the general/operating fund (1) _____</p> <p><i>Total number of pledges (or commitments to give, etc.) made to the operating fund for the year. The number of confirmed pledges to the general or operating fund counts each distinct pledge made to your campaign. If a family of four makes one pledge as a family, then it counts as one pledge. If each family member makes their own distinct pledge, then that counts as four pledges.</i></p> | | |
| <p>2. Monetary amount of confirmed pledges (2) _____</p> <p><i>The total dollar amount of all pledges reported on line 1 above.</i></p> | | |

Revenue

Questions about revenue help us understand the amount and types of financial resources that your church takes in each year. Revenue and expenses may be reported on a cash basis or on the accrual basis. Just be consistent.

Example B: A parishioner of St. James Church makes two contributions to the church: a \$1,000 contribution to fulfill their pledge to the general fund and a \$200 contribution restricted to the Endowment Fund. The \$1,000 contribution is reported on line 3, and the \$200 contribution is reported on line 4.

Example C: St. Stephen’s Church leases a portion of their campus to an outside group on weekday mornings, and they receive \$2,000 a month in rental fees. The rental fees are reported on line 5.

| | | |
|---|--|--|
| <p>3. Plate, pledge, and other contributions to the general support of the church (3) _____</p> <p><i>All contributions to the church that are not restricted for a specific purpose. In most congregations, this will be the largest revenue figure. Examples of revenue to report include loose plate offerings, all offerings toward pledges to the general fund, and all other offerings not restricted by the donor for a specific purpose.</i></p> | | |
| <p>4. Contributions restricted by contributors for specific purposes (4) _____</p> <p><i>All contributions for which the contributor directed/restricted/designated the money to a specific purpose. Examples of revenue to report include contributions made to the Endowment Fund, contributions to a capital campaign, and all other contributions restricted by the donor for any specific purpose.</i></p> | | |
| <p>5. All other revenue (5) _____</p> <p><i>All other revenue received, except for gains on the church’s investments. Examples of revenue to report include grants from organizations, fundraising revenue, sales from a church thrift shop, rental revenue, and interest earned on your checking and savings accounts.</i></p> <p><i>Do not include the gains and losses (realized and unrealized) on the church’s investments. That information is reported in line 9 below.</i></p> | | |

Total Revenue (Lines 3+4+5) = A

Expenses

Questions about expenses help us visualize the cost of ministry and other financial obligations of your church. Remember, you can use the cash basis or the accrual basis of accounting. Just be consistent.

Example D: St. Bart’s Church has a well-known music program. The church employs a Director of Music, maintains a pipe organ, and purchases sheet music to perform. The salary of the Director of Music, the maintenance costs of the pipe organ, and the cost of sheet music are reported on line 6. If the church were to expand the pipe organ, that expense would be reported on line 7.

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6. Church non-capital expenses

(6) _____

All church expenses incurred to operate and support ministries and programs. For most churches, this will be the larger expense line. Include all expenses, including regular maintenance costs, which are not included as capital expenses on line 7. Examples of expenses to include are utilities, insurance, salaries and benefits, office expenses, disbursements to charitable organizations, diocesan assessments/apportionment, ministry and programming expenses, and any other expense incurred to operate the church or its ministries.

7. Church capital expenses

(7) _____

All expenses for the purchase of property, buildings, and equipment. Report all additions to property, major repairs tending to extend the life of property, new equipment, and any other improvements or major purchases that would be capitalized in conventional accounting. Include the full cost of construction or purchase of the building(s) as well as the cost of the land.

Total Expenses (6+7) = B [] []

Year End (as of December 31)

Questions about your year-end account balances help us determine the financial assets at the church's disposal.

8. All cash, checking, and savings balances

(8) _____

Report on this line the total balances of all cash accounts maintained in the name of the congregation at the end of the reporting year. Include the organization's checking and savings accounts and funds at the discretion of the clergy held under the congregation's federal ID number.

Year End (as of December 31) Supplemental Information

The questions asked below helps us gather more information about special circumstances facing your church.

9. Does your congregation have an endowment or other investment account(s)? [] Yes [] No

Many congregations have one or more endowment funds or other investment funds from which they withdraw money to supplement other revenue. The 'dollar amount drawn for use' is the amount of money withdrawn and used by the church during the reporting year. The 'percentage draw' on your investment funds is the amount of money used by the church during the year divided by the market value of the funds at the end of the prior year. Your net gains or losses on your investment accounts are the total dividend and interest revenue along with net unrealized and realized gains and losses on your investments. Include the fees paid to investment advisors. You can report a negative number.

9a. List your financial assets. (Numeric responses)

Table with 2 columns: Endowment (restricted/unrestricted) and Non-endowed Investments (restricted/unrestricted). Includes Total Endowment and Total Investments rows with input boxes.

9b. What was the percentage draw (the percentage withdrawn for use) in 2024? _____

9c. What was the dollar amount drawn for use in 2024? _____

9d. What was your net gain/loss (realized & unrealized) in your investment accounts? _____

Example E: St. Francis Church has an endowment fund whose market value at the end of 2023 was \$100,000. The church has no other endowments or investment accounts. In 2024, the church withdrew and used \$5,000 from the endowment fund. The church reports \$5,000 on line 9c. The church's percentage draw reported on line 9b is 5% (\$5,000 ÷ \$100,000).

Example E (continued): In 2024, St. Francis' endowment fund receives dividends of \$500 and interest payments of \$250. Total realized gains on investments were \$1,000, and unrealized gains were \$1,500. The church paid investment fees of \$100. The church's net gain/loss on investments, reported on line 9d, is \$3,150 (\$500 + \$250 + \$1,000 + \$1,500 - \$100).

10. Does your congregation have any outstanding debt, including credit card debt? [] Yes [] No

Many churches carry debt for a variety of reasons. Report whether your church had outstanding debt at the end of the reporting year, how much, and what the debt is for. Include debts to external organizations, such as a bank, or to your diocese or any other person or entity.

10a. How much? _____

10b. What is the debt for? _____

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- 11.** Does your congregation own buildings and/or land? Yes No

Although many churches own the land and buildings on which they worship, many do not. Indicate whether your church owns buildings and/or land. Include property that is owned by your church but held in trust for your diocese.

- 12.** Does your congregation rent or lease all or a portion of your building(s) or land to group(s) outside your congregation? Yes No

Many churches rent or lease space to groups outside of the congregation in return for rent or contributions. Indicate whether your church engages in this practice and report the revenue and expenses related to your rental activities. Report only the direct rental expenses, which are expenses that are incurred as a direct result of your rental activities.

12a. How much revenue did your church earn from renting/leasing to outside groups? _____

12b. What expenses did your church incur from renting/leasing to outside groups? _____

- 13.** How is your parish reducing your carbon footprint?

The inclusion of this question is mandated by Resolution 2022-D064. This question is optional.

- 14.** What is one program or initiative at your Church that you feel best exemplifies your congregation?

This short answer question helps us recognize the church at work every day. This question is optional.

- 15.** What is one program or initiative at your Church that represents your hope for the future of your congregation or the greater Episcopal Church?

This short answer questions helps us celebrate your accomplishments and goals. This question is optional.

All reports are to be filed online at <https://reports.dfms.org>. If you need assistance filing your report online, please contact your diocesan office for help.