

**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

City

Diocese

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.

Enter your total annual in-person attendance and divide it by the number of Sundays on which in-person services were held.

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 it by the number of Sundays on which online services were held.

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

3. Average Weekday Attendance In-Person

Include attendance at all regularly scheduled worship (Weekday Services, Holy Days, or special feasts observed annually). Then divide total attendance by the number of weeks in which in-person services were held.

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 it by the number of weeks in which online 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 9 and 10) =

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 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.

Congregation

City

Diocese

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. If you had transitions in staff over the course of the calendar year, please simply count the roles in place, not the individuals. For example, if you had a different supply priest every month, enter 1 under part-time clergy, not 12.

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)

If you had more than one worship service leader during the year, please select the category that led most frequently and explain your situation by selecting other and typing in an explanation in question 18.

<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.

English French Mandarin ASL

Congregation

City

Diocese

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.

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), Endowment (unrestricted), Non-endowed Investments (restricted), Non-endowed Investments (unrestricted), Total Endowment, Total Non-endowed Investments, Total Investments

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? _____

Congregation

City

Diocese

- 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. Only congregations who rent or borrow space should select No.

- 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.