



The Episcopal Church The General Convention

December 7, 2009

Dear Rectors, Vicars and Priests in Charge:

As I send the 2009 annual Parochial Report, I want to thank you for your active participation last year. The data collected from the 2008 report was of high quality, and almost all Episcopal congregations filed a report.

Your 2009 Parochial Report packet uses the same smaller mailing format as was introduced last year. We also include only the Parochial Report Forms and filing information. The Workbooks for Page 2 (Membership, Attendance and Services) and Page 3 (Stewardship and Financial Information) are available online rather than in printed form. To download the 2009 Parochial Report Workbooks go to <http://www.episcopalchurch.org/gc/>, click on Parochial Reports and then click on Download Workbooks and Instructions. The various Workbooks available for downloading will be displayed.

The only significant change in the Parochial Report form is an additional address line for both the physical and mailing address of your congregation. Please check the address that is printed on your Parochial Report form and correct it if needed. Also, for the physical address, please use your actual street number and zip code rather than the intersection of streets at your location.

On-line reporting for 2008 was quite successful, and the vast majority of congregations filed this way. Accessing the system calls for using your UEID (Universal Episcopal Identifier) and PIN. These numbers are printed on a card that is enclosed in your packet along with this letter (save the card). To access the system go online to <http://pr.dfms.org> and enter the UEID and PIN that are printed on your card. If you do not have internet access and cannot file online, please send your completed paper form to your diocese. Please do not send your paper forms to us in New York.

We also are working closely with Congregational Research to help you use the information you have provided. It is possible to view and print an 11-year trend chart that displays average Sunday attendance, active baptized members and plate and pledge gifts for your congregation and diocese. To access this chart for your congregation go to <http://www.episcopalchurch.org/research.htm> and click on *Studying Your Congregation and Community*.

You can file your Parochial Report on-line beginning January 5, 2010. The Canonical due date is May 1, 2010 for us and March 1 for your diocese. When you file on-line, you accomplish both filings at once for most dioceses. However, a few dioceses require a signed paper copy and others have an earlier filing date. Should you have any difficulty filing, call us at 800-334-7626, 6187.

Thank you once more for your help, as we discover together the strengths of our church. The information you provide is integral to mission planning.

Faithfully yours,

The Rev. Dr. Gregory S. Straub
Executive Officer of the General Convention

The Episcopal Church Center