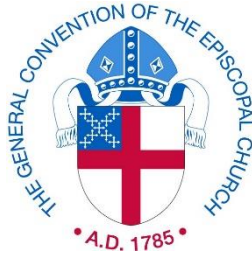


THE 2018 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS

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
Mailing Address 1		Mailing City	State
Mailing Address 2		Zip + 4	Phone #
Federal Tax ID #	Email Address	Congregation's Web Address	

Report Preparation

Page 2. Prepared by:	Daytime Phone:	Email Address:
Page 3. Prepared by:	Daytime Phone:	Email Address:

Certification by the Clerk of the Vestry

Certified by (Print or type name)	
Signature	Date

Certification by the Treasurer/Financial Vestry Officer

Certified by (Print or type name)	
Signature	Date

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

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

Vestry Approval

Indicate the date that your 2018 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)	Date
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Congregation

City

Diocese

Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report:

Active Baptized Members of the Reporting Congregation Reported Last Year

Using the 2017 Parochial report, record the **Number of Baptized Members Reported as of December 31, 2017.** (See your 2017 Parochial Report, Box M17)

Members Reported Last Year = M17

Using the Register of Church Membership and Rites:

During the Report Year
Increases in Membership

Decreases in Membership

1. Increases during year: All members added to the baptized members section of the congregation's Membership Register during 2018 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.
Total Increases = 1.
2. 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.
Total Decreases = 2.

Active Baptized Members of the Reporting Congregation at Year-End

M18. Add the increases entered in box 1 to **Box M17**. Then subtract the decreases entered in box 2 for the total active membership as of December 31, 2018
Total Active Baptized Members (end of report year) = M18

Communicants in Good Standing of the Reporting Congregation
Youth Communicants In Good Standing
Others Active

Communications in good standing: 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."
3. Adult communicants in good standing (age 16 and over) = 3.
4. Youth communicants in good standing (under age 16) = 4.
5. Total communicants in good Standing (sum of 3 and 4) = 5.
6. Others who are active who baptisms are not recorded in the Membership Register, or in another Episcopal congregation. Others = 6.

Using the Service Register:

Average Sunday Attendance for 2018
Weekday Attendance in Congregations without Sunday Attendance
Easter Attendance in 2018

7. Sunday (& Saturday Evening) Attendance Divide total attendance by the total number of Sundays when services were held.
Average Sunday Attendance= 7.
8. Average Principal Worship Service Attendance on a Weekday (for congregations without Sunday or Saturday evening services) = 8.
9. Easter Sunday Attendance (9)

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2018
Daily Offices and Other Services Held During 2018

10. Total Sunday & Saturday Evening Eucharists (10)
11. Total Weekday Eucharists (11)
12. Total Private Eucharists (12)
13. Daily Offices on Sunday or Saturday Evening (13)
14. Daily Offices Held on Weekdays (14)
15. Marriages Conducted in 2018 (15)
16. Burials Conducted in 2018 (16)

Using the Register of Church Membership and Rites:

Baptisms in 2018
Confirmation in 2018
Received in 2018

17. Baptisms 16 years and older (17)
18. Baptisms under 16 years of age (18)
19. Confirmations 16 years and older (19)
20. Confirmations under 16 years of age (20)
21. Received by a Bishop (21)

Education

Children and Youth
Adult Education in 2018

22. Total Church School enrolled in 2018 (22)
23. Regular Sunday or weekday adult education programs held? Yes NO
24. Number of adults engaged in religious education or spiritual formation

Languages in which Worship is conducted:

25. English **Spanish** **French** **Other**
26. Other (please list)

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2018:

Number of Pledges	1.	Number of confirmed pledges for 2018 report year	(1)	_____
Total \$ Pledged	2.	Total dollar amount pledged for 2018 report year	(2)	\$ _____

Report of Revenues and Expenses for 2018:

Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3)	_____
	4.	Money from investments used for operations in 2018	(4)	_____
	5.	Other operating income, including unrestricted gifts & restricted gifts used for operations & contributions from congregation's organizations	(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)	_____
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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, 2018	19.	Total cash in all checking & savings accounts	(19)	_____
	20.	Total investments at market value (not including cash reported in line 19)	(20)	_____

Congregation

City

Diocese

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: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> 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: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> 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: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> 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: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> 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 leader Other: _____ (e.g. lay vicar)
 A long-term supply priest _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1		First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon		Year ordained (priest)	

Last name of Deacon #1		First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon		Year ordained (priest)	

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

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Explanation of Unique or Unusual Clergy Situation

--

Outreach Ministries and Volunteer Activity of this Congregation

Using the check boxes below, did your congregation provide any of the following community service or outreach ministries during **2018**?

If **yes**, were few volunteers involved in the ministry, or were a larger number of your members involved?

Please also estimate in the space provided approximately how many people were helped or served **each month** by ministry:

	No	Yes		
		Few volunteers involved	Many volunteers involved	Estimated number of people served
1. Food pantry, soup kitchen or meal projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Cash, vouchers or help with rent/utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Day care, pre-school, before or after-school programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Tutoring or literacy programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Health programs (parish nurse, clinics, health education, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Job placement, job training, employment counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Building projects (such as Habitat for Humanity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Programs for the elderly and homebound persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Clothes closet, thrift store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Other, not listed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INSTRUCTIONS
THE 2018 PAROCHIAL REPORT
THE EPISCOPAL CHURCH

INTRODUCTION

The Parochial Report is one of the most venerable 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. The Parochial Report is not the complete portrait of congregational life or vitality, but 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, but if you need other help, we're here to assist: please contact the General Convention Office at pr@episcopalchurch.org.

The easiest way to complete the Parochial Report is to file online at: <http://pr.dfms.org> – and we hope you will. It will be faster, simpler, and no printing is required.

You'll need your congregation's User Name (also known as the "Universal Episcopal Identification" or UEID) and the password (PIN) from the index card in the Parochial Report packet you received – and please include the dash in the middle of your User Name when you log on. Before you begin, have 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 electronic data entry form. Please do not change this number unless it is blank, or if it is incorrect because your congregation did not file a 2017 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 2018 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 (M17).

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 2018. (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 over 16 years old. On line 4, enter the number of communicants in good standing who are 16 years old or younger. 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 (M17).

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 2018, 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: <http://www.episcopalchurch.org/page/parochial-report>

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 (8) and (9).

PAGE 3: STEWARDSHIP AND FINANCIAL INFORMATION

Pledge cards

On Line (1.), enter the number of all persons who pledged financially to your congregation in 2018

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 2018

On Line (4.), any amounts transferred from your investments to your operating budget. Some congregations call this the “draw on investments.”

Non-operating Revenue

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. In various lines, please list as indicated all the clergy **currently (as of today)** serving in your congregation. If you have more than four priests, the online form will generate additional space for entry.

“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.