

REPORTS DUE TO THE DIOCESE

In accordance with our Canons, each congregation must submit four reports to the diocese each year.

Three of the reports are financial in nature:

Parochial Reports (due by March 1) and **Church Audits (due September 1)** are required by the Canons of the National Church. Recently, the General Convention Office of the National Church established on-line submission of the parochial report. [Grant application procedures of the ACTS/VIM Board and the Ward J. Herbert Fund require timely submission of the parochial report and audit.] The Canons of the Diocese of Newark require that every congregation turn in a **Diocesan pledge card by December 1** of each year.

Further information about these financial requirements can be found in section III (Financial Information) of this resource manual.

A fourth report required by canon (Canon 1.2) is the **Certification of Lay Deputies and Lay Alternates** to Diocesan Convention. Generally, the certification is included in the registration of deputies to the annual convention. The certification is confirmed by signature of the minister-in-charge or a warden or the clergy of the Vestry, and certifies that at a meeting of the congregation, held for the purpose of electing Church Officers and Deputies and Alternate Deputies to the Diocesan Convention individuals being Communicants of the Church in good standing, and qualified were chosen as Deputies and Alternate Deputies to represent the Parish (Aided Parish, Incorporated Mission or Mission).

The **Church Information Form** is not mandated by canons, but is helpful and useful for diocesan operations.

The diocesan data base contains information about congregations, clergy and lay people in leadership positions for the purpose of mailings and other forms of communication, such as e-mails. We attempt to keep the information as current as possible, relying on changes being reported to us at Episcopal House.

The primary data collection process is the Church Information Form sent to church offices during the year and usually around the time of the annual meeting. The form is used to gather names, addresses, phone numbers and e-mails for wardens, treasurers, Christian educators, newsletter editors and the like. Congregational based ministries are listed in published directory that has proved to be a useful resource for other churches planning on expanding their ministries and for referrals.

All gathered information is used for business purposes only.