1 Contact information

* designates required field

- Congregation*
  
- Designation*
  - Parish
  - Mission

- Please attach your latest parish directory

- Name of main office contact*
  
Parish administrator, Senior Warden, volunteer, etc.,

- Alternate phone number for main contact*
  
Another number, not the main church number

- Title/Job of main contact*

- Email for main contact*

- Church office hours

- Service times
2 Lay Leadership

* designates required field

Please list lay leadership for 2020

- Senior Warden (name)*

- Senior Warden email*

- Senior Warden phone*

- Sr Warden Safe Church training
  - [ ] Has received Safe Church training
  - Sr Warden Safe Church date of training

- Sr Warden Anti-Racism training
  - [ ] Has received Anti-Racism training
  - Sr Warden Anti-Racism date of training

- Junior Warden (name)*

- Junior Warden email*
• Junior Warden phone*

• Jr Warden Safe Church training
  o □ Has received Safe Church training
  • Jr Warden Safe Church date of training

• Jr Warden Anti-Racism training
  o □ Has received Anti-Racism training
  • Jr Warden Anti-Racism date of training

• Treasurer (name)*

• Treasurer email*

• Treasurer phone*

• Treasurer Safe Church training
  o □ Has received Safe Church training
  • Treasurer Safe Church date of training

• Treasurer Anti-Racism training
  o □ Has received Anti-Racism training
  • Treasurer Anti-Racism date of training

• Who will represent the congregation at diocesan convention?

  List each lay person who will be attending the annual convention as a voting delegate on November 15-16, 2019. This is NOT registration for convention, just listing delegates for informational purposes.

• Voting Lay Delegate #1*
• Voting Lay Delegate #1 email*

• Voting Lay Delegate #2*

• Voting Lay Delegate #2 email*

• Voting Lay Delegate #3*

• Voting Lay Delegate #3 email*

• Voting Lay Delegate #4*

• Voting Lay Delegate #4 email*

• Alternate delegates

*You may list alternate lay delegates here. They will NOT be issued voting credentials unless their status is changed with a Change of Delegate form before convention.

• Alternate delegate #1

• Alternate #1 email

• Alternate delegate #2

• Alternate #2 email
- Alternate delegate #3

- Alternate #3 email

- Alternate delegate #4

- Alternate #4 email

- 3 Ministry leaders

Please list contact information for any ministry leaders, either paid or volunteer. This information may be shared with other ministry leaders around the diocese who are looking for peer connections.

- Youth Ministry (name)

- Youth ministry email

- Youth Minister Safe Church training
  - [ ] Has received Safe Church training
  - Youth Minister Safe Church date of training

- Youth Minister Anti-Racism training
  - [ ] Has received Anti-Racism training
  - Youth Minister Anti-Racism date of training

- Music Director (name)
- Music Director email
  
- Music Director Safe Church training
  - Has received Safe Church training
  - Music Director Safe Church date of training

- Music Director Anti-Racism training
  - Has received Anti-Racism training
  - Music Director Anti-Racism date of training

- Communications/Newsletter editor (name)

- Communications/newsletter editor email

- Who is responsible for coordinating Emergency Response (name)

- Emergency response email

- Do you have any licensed Lay Worship Leaders?
  - Yes
  - No
  - If yes, please list them
4 Facilities information

The following information will be used appropriately by diocesan leadership

- Please list the neighborhood groups that use your facilities
  (i.e. 12-step programs)

- What is the state of your facilities?

- Facility manager name
  (if applicable)

- Facility manager is a:
  - [ ] Staff member
  - [ ] Volunteer

- How can the facilities department help?
5 Financial/HR information

The following information is helpful to the staff of the diocesan finance office. It will not be shared with anyone else.

- Please attach a list of all W2 employees of your congregation.
- Parish CPA info

If you use a CPA person/firm to complete your annual church financial audit please supply the name and contact information for the audit firm.

- Parish clergy CPA info

If you use a CPA or tax accountant to complete your Income tax reporting and are willing to recommend that person/firm please provide that information here.

- How can the finance department help?
Did you know...

The Diocese started offering payroll service starting in January 2019. The Diocese uses Paycom as our payroll service. Paycom has a variety of services which can allow an employer to have online access to clock in and clock out for all employees. Paycom can also offer a physical clock system as well. You are not required to use a clock system. Hours can be called in/emailed and reported prior to running payroll. We offer once or twice a monthly payroll processing on the 15th and the 30th of the month.

Paycom charges a monthly fee based on the number of employees who will required to be paid. Paycom will deduct any fees along with the net cash amount needed to satisfy payroll directly from each organization designated bank account. The Diocese does not charge an additional amount to provide payroll service. The Diocese has negotiated a standard one-time fee for onboarding onto the Paycom system as well as a standard fee for monthly services. Payroll processing is handled by Angela Byrd, an employee of the Diocese.

Diocesan Council approved an amended accounting procedures to include a REQUIREMENT that draft/ unaudited financial statements be attached to the parochial report for 2019 due March 1. Financial statements sent to the diocesan office should match the information provided in the parochial report.

6 Communication

• Most effective communication

What is the most effective way for the bishop's staff to communicate with you?

- Connections
- e-Connections
- direct mail
- targeted email to church leadership
- targeted email to clergy leader

• Least effective communication

What is the least effective way for the bishop's staff to communicate with you?

- Connections
- e-Connections
- direct mail
- targeted email to church leadership
- targeted email to clergy leader
- How can the communications department help?

7 Information Technology

- Please give some examples of your online digital presence
  (i.e. does your parish have a website and is it hosted by the diocese? does you use social media platforms as a method of communicating with your congregation? etc.)

- Please describe your online giving platform
  (if applicable)

- Please describe your congregation records management system
  (if applicable)
• Are you using a digital backup system (cloud or local or both)?

(if applicable)

• How can the IT department help?

• Did you know...

The diocesan finance office provides Office 365 licenses (through a collaborative effort with Christ Church Cathedral), including the full Microsoft Office software suite, website hosting, website design, website domain purchase and renewal services, and limited tech services at no cost to you! Contact Tammie Vanoss for more information.

• 8 Mission and Outreach

• What are the mission objections of your congregation?
• Do you offer any outreach ministries? Please list

• How is your congregation involved in the community?

  What opportunities exist? What challenges do you face?

• How can we help?

  9 Becoming Beloved Community
The Episcopal Church’s Becoming Beloved Community vision frames a path for Episcopalians to address racial injustice and grow as a community of reconcilers, justice-makers, and healers who share a passion for the dream of God. The Church sees this path in four areas: Telling the Truth, Proclaiming the Dream, Repairing the Breach, and Practicing the Way of Love.

- Name of Beloved Community Ambassador for congregation

- Email for Ambassador

- Our congregation is aware of the Episcopal Church’s strategic imperative, Becoming Beloved Community.
  - 1 - Not at all
  - 2 - Limited
  - 3 - Somewhat
  - 4 - Agree
  - 5 - Strongly Agree

- Our congregation supports the Episcopal Church’s strategic imperative, Becoming Beloved Community.
  - 1 - Not at all
  - 2 - Limited
  - 3 - Somewhat
  - 4 - Agree
  - 5 - Strongly Agree

- Our congregation understands that Becoming Beloved Community is responsive to the spiritual needs of our community.
  - 1 - Not at all
  - 2 - Limited
  - 3 - Somewhat
  - 4 - Agree
  - 5 - Strongly Agree

- Becoming Beloved Community stands as a framework for how we practice within our church.
  - 1 - Not at all
  - 2 - Limited
  - 3 - Somewhat
  - 4 - Agree
• 5 - Strongly Agree
  • Becoming Beloved Community serves as a framework for the development and implementation of our ministries within our broader communities.

• 1 - Not at all
• 2 - Limited
• 3 - Somewhat
• 4 - Agree
• 5 - Strongly Agree
  • Please share how much your congregation understands and supports the Becoming Beloved Community Strategic imperative and how it is coming to life in your community ministries.

10 Last page!

Just a few more questions and you are finished! Thank you for your time in providing the valuable information your diocesan staff needs to better serve you.

• Are there specific tools that the diocese might offer that would be helpful to your congregation?

• Anything else you would like to share with the diocesan office?