

Review 2021 Annual Reporting Form

1 Church contact information 2 Lay leadership 3 Facilities 4 Financial/HR 5 Communication/IT 6 Being the Church

7 Finishing up

1 Church contact information

* designates required field

Congregation

please choose

Designation

- Parish
 Mission

Physical Address of the church

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Mailing Address (if different)

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Phone for church

Please attach your latest parish directory

no file selected

Staff list

Please use this space to provide a complete staff list, with phone and email contact information for each person.

Include names and contact information for any ministry leaders (youth, music director, communications, formation, etc.), either paid or volunteer. This information may be shared with other ministry leaders around the diocese who are looking for peer connections.

If you would rather attach a separate sheet, please do so with the file upload button below.

Attach staff list

Please attach a complete staff list (paid and volunteer), with phone and email contact information for each person.

no file selected

Please list your church office hours (days/times)

List all service days/times. Please note if in-person or online

[Save and Continue Later](#)

2 Lay Leadership

* designates required field

Please list your lay leadership for 2021. Note that you will be asked to provide information on status of Safe Church training and Anti-Racism training for lay leaders. These trainings are a requirement for those who hold leadership roles in a congregation.

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

Has received Safe Church training

Jr Warden Safe Church date of training

Jr Warden Anti-Racism training

Has received Anti-Racism training

Jr Warden Anti-Racism date of training

Treasurer (name)

Treasurer email

Treasurer phone

Treasurer Safe Church training

Has received Safe Church training

Treasurer Safe Church date of training

Treasurer Anti-Racism training

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 representing the congregation as a voting delegate at the diocesan annual convention. (In some congregations, the wardens automatically serve as delegates. In others, all the delegates are elected. Please do not assume that we already know which way your church selects who will represent the congregation, as we have 73 congregations who all have their own way of doing things. We simply need to know who should be issued voting credentials at convention.)

Lay Representative/Delegate #1

Lay Representative/Delegate #1 email

Lay Representative/Delegate #2

Lay Representative/Delegate #2 email

Lay Representative/Delegate #3

Lay Representative/Delegate #3 email

Lay Representative/Delegate #4

Lay Representative/Delegate #4 email

Do you elect alternate delegates?

Yes

No

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

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3 Facilities information

The following information will be used appropriately by diocesan leadership

Who is responsible for coordinating Emergency Response (name)

Emergency response email

Facility management

Who is responsible for facility management?

Facility manager is a:

Staff member

Volunteer

Facility manager email

Facility manager Phone

Who is your insurance provider?

Do you have any major facilities concerns/issues that need to be addressed?

Structural assessment

Would you be interested in information regarding a structural assessment of your building?

Yes

No

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4 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.

no file selected

Payroll

Who does your payroll?

Accounting software

What accounting software do you use?

Auditors

Who does your annual audit? 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.

How can the diocesan finance department assist your congregation?

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5 Communication & IT

Diocesan communication

Where do you get most of your information from the diocese?

Parish communication

How do you communicate to your congregation? Do you do a weekly email? Do you do a printed newsletter? List any/all.

Website

Does your parish have a website? Please list the url.

Social media

Does your congregation have any social media accounts? Check all that apply.

- Facebook
- Twitter
- Instagram
- Linked In
- Pinterest
- Snap Chat
- Tik Tok

How can diocesan communications or IT staff assist your congregation?

6 Being the Church

Do you offer any outreach ministries? Please list

How can diocesan staff assist your congregation with outreach?

Name of Beloved Community Ambassador for congregation (if applicable)

Email for Ambassador

Please share how your congregation understands and supports the Becoming Beloved Community Strategic imperative and how it is coming to life in your community ministries.

How can diocesan staff assist your congregation with understanding/implementing Becoming Beloved Community in your local context?

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7 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?

Name of person filling out this form

Your title/job

Parish administrator, Senior Warden, volunteer, etc.,

Your email address

Your Phone

Please enter an alternate contact number, not the church phone.

PREVIOUS

SUBMIT

[Save and Continue Later](#)