

# DIOCESAN FORMS & REPORTS

*Here's a list of required forms, applications, and reports along with their deadlines.*

## LAY LICENSING APPLICATIONS ~ DUE ASAP

Please use this online form (to be signed by the priest-in-charge or senior warden, in absence of a priest) to apply for Worship Leader, Eucharist Ministers, and Eucharistic Visitors licenses as soon as possible: <https://episcopalmaine.formstack.com/forms/laylicensing>. Find information about Preaching Licenses and more on the [diocesan website](#).

## NOTICE OF ANNUAL MEETING DATE ~ DUE ASAP

We ask that the date of your annual meeting be shared with the Diocesan Office as soon as possible. Please use this brief form which can be submitted by anyone: [https://episcopalmaine.formstack.com/forms/meeting\\_date](https://episcopalmaine.formstack.com/forms/meeting_date)

## ANNUAL CONGREGATIONAL REPORT ~ DUE 30 DAYS AFTER ANNUAL MEETING IS HELD

Please complete this report within 30 days after holding your annual meeting. Anyone in a leadership or employee position may submit this form after you've held your meeting: [https://episcopalmaine.formstack.com/forms/congo\\_report\\_2017](https://episcopalmaine.formstack.com/forms/congo_report_2017)

## PAROCHIAL REPORT ~ DUE 3/1/17

Parochial Reports to the national church are due March 1, 2017. Guidelines are available here: <http://www.episcopalchurch.org/page/parochial-report>. You will need the UEID and PIN mailed to your church earlier this month in order to log on. Please mail a copy of the signature page to Cn. Terry Reimer, Episcopal Diocese of Maine, 143 State Street, Portland ME 04101 once submitted. Complete your online report here: <http://pr.dfms.org/>

## CLERGY ANNUAL REPORT ~ DUE 3/3/17

The canonically required report from clergy to the bishop must be completed by March 3, 2017. It is to be completed by each deacon and priest both active and retired: [https://episcopalmaine.formstack.com/forms/clergy\\_annual\\_report\\_for\\_2016](https://episcopalmaine.formstack.com/forms/clergy_annual_report_for_2016)

## CERTIFICATE OF DELEGATES ~ DUE 6/30/17

Please submit the names and email addresses of your elected delegates and alternates to the 2017 Diocesan Convention which will be held on Saturday, October 28th at the Cross Center in Bangor. It must be prepared and submitted by the Rector, Vicar or Priest in Charge, or a

Warden or Clerk of the Vestry, if you don't have a priest:  
[https://episcopalmaine.formstack.com/forms/cert\\_dels](https://episcopalmaine.formstack.com/forms/cert_dels)