THE 2021 SPECIAL REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
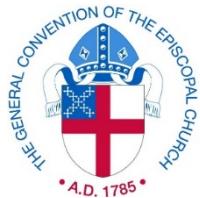
ACCORDING TO CANONS I.6, I.7, AND I.17

(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)

Name of Congregation		Diocese		
Street Address 1		City		State
Street Address 2	Zip + 4	County	Country	
Mailing Address 1		Mailing City		State
Mailing Address 2	Zip + 4	County	Country	
Email Address		Congregation's Web Address	Phone #	
Federal Tax ID #				

Report Preparation

Membership, Attendance, & Services - Pages Prepared by:	Email Address:	Daytime Phone:
Stewardship & Financial - Pages Prepared by:	Email Address:	Daytime Phone:

Certification by the Clerk of the Vestry

Certified by (Print or type name)	Email Address:	Daytime Phone:
Signature		Date

Certification by the Treasurer/Financial Vestry Officer

Certified by (Print or type name)	Email Address:	Daytime Phone:
Signature		Date

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

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

Warden/Vestry Approval

Warden (Print or type name)	Email Address:	Daytime Phone:
Indicate the date that your 2021 Parochial Report was approved by the vestry or Bishop's Committee (CanonI.6.1)	Date	

Parochial Report Completion

How many people participated in completing this parochial report?	
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it):	
Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer	

Congregation	City	Diocese

Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report:	*Using the 2020 Parochial report, record the* **Number of Baptized Members Reported as of December 31, 2020.** (See your 2020 Parochial Report, Box M20)
Active Baptized Members of the Reported Congregation Reported Last Year	**Members Reported Last Year = M20** [ ]

Using the Register of Church Membership and Rites:

During the Report Year

1. Increases during year: *All members added to the baptized members section of the congregation's* Membership Register *during 2021 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.*

Increases in Membership

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.*

Decreases in Membership

Total Decreases = 2. [ ]

Active Baptized Members of the Reporting Congregation at Year-End

M20. *Add the increases entered in box 1 to* **Box M19**.*Then subtract the decreases entered in box 2 for the total active membership as of December 31, 2021*

Total Active Baptized Members (end of report year) = M21 [ ]

Communicants in Good Standing of the Reporting Congregation

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."

Youth Communicants In Good Standing

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. [ ]

Others Active

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: [count in-person worship attendance ONLY. Do not include online participation numbers.]

Average Sunday Attendance for 2021

7. Sunday (& Saturday Evening) Attendance Divide total attendance by the total number of Sundays when services were held.

Total Attendance: [ ]	Total # of Sundays: [ ]

Average Sunday Attendance= 7. [ ]

Weekday Attendance in Congregations without Sunday Attendance

8. Average In-person Principal Worship Service Attendance on a Weekday (for congregations **without** Sunday or Saturday evening services) = **8.** [ ]

Easter and Christmas

9a. Total In person Easter Sunday Attendance (including Easter Vigil): **9a** [ ]

9b. Total In person Christmas Eve and Christmas Day Attendance: **9b** [ ]

Sacraments & Services:

Provide information for in-person and online services *separately*. Click **here** for clarity.

	In-person Services	**Online Services**
Number of Holy Eucharists Celebrated During 2021		
10. Total Sunday & Saturday Evening Eucharists (10)		
11. Total Weekday Eucharists (11)		
12. Total Private Eucharists (12)		
Daily Offices and Other Services Held During 2021		
13. Daily Offices on Sunday or Saturday Evening (13)		
14. Daily Offices Held on Weekdays (14)		
15. Marriages Conducted in 2021 (15)		
16. Burials Conducted in 2021 (16)		

Using the Register of Church Membership and Rites:

Baptisms in 2021	**17.** Baptisms 16 years and older (17)	
	18. Baptisms under 16 years of age (18)	
Confirmation in 2021	**19.** Confirmations 16 years and older (19)	
	20. Confirmations under 16 years of age (20)	
Received in 2021	**21.** Received by a Bishop (21)	

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Education

23. Regular Sunday or weekday adult education programs held? ☐Yes ☐No

24a. Number of adults engaged in religious education or spiritual formation _____

24b. Number of children and youth engaged in religious education or spiritual formation _____

24c. What was the impact, if any, of the pandemic on participation of children, youth, and adults in religious education or spiritual formation?

☐significantly less ☐Less ☐about the same ☐slightly more ☐ significantly more

24d. How were religious education or spiritual formation programs held?

☐In-person ☐Online ☐Both

Languages in which Worship is conducted:

Circle all that apply **25.** English | Spanish | French | Haitian Creole | Mandarin | Tagalog | Hmong | American Sign Language

26. Other (please list) _____

2021 worship during the Pandemic:

1. In what ways has your community worshipped this year? (Check all that apply)

☐ In-Person Indoors ☐ In-Person Outdoors ☐ Online ☐ Hybrid

2. Do you track online participants/viewers ☐ Yes ☐ No

2a. If you answered yes, how do you count online participation/viewers?
(examples: Number of devices, unique views, a formula to calculate number of viewers per device)
_____

2b. Optional: If you have online numbers for worship what is your average weekly online worship participation? _____

3. What COVID safety measures, if any, were used for attending in-person worship?
(masks, vaccination requirement, etc.)

_____

_____

4. What were the source of COVID safety measures taken? Check all that apply

☐ Diocese/Bishop ☐ Church Committee ☐ CDC

☐ State ☐ County ☐ Other _____

Racial Justice and Reconciliation:

5. We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.

Congregation	City	Diocese

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2021:				
	Please indicate the reporting currency:		**US DOLLAR**	**OTHER CURRENCY**
Number of Pledges	1. Number of confirmed pledges for 2021 report year	(1)		
Total $ Pledged	2. Total dollar amount pledged for 2021 report year	(2)	$	

Report of Revenues and Expenses for 2021:				
Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)		
	4. Money from investments used for operations in 2021	(4)		
	5. Other operating income • Include your Paycheck Protection Program (PPP) loan in line 5 only if it has been converted to a grant. • Enter the amount of your PPP loan on the next page (line 23) whether or not it was converted.	(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)		
	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, 2021**	19. Total cash in all checking & savings accounts	(19)		
	20. Total investments at market value (not including cash reported in line 19)	(20)		

Reports are due to your diocese by March 1, 2021 and to the General Convention Office by May 1, 2021
To file online visit: https://reports.dfms.org/

Congregation	City	Diocese

Continuing Stewardship and Financial Information of the Reporting Congregation

Information for 2021:

21. If your congregation received a Paycheck Protection Program loan in 2020, was the loan forgiven in 2021? ☐ Yes ☐ No

   If yes, how much was forgiven? $ _____

22. Did your congregation qualify and apply for a second round Paycheck Protection Program (CARES Act) loan for 2021? ☐ Yes ☐ No

23. Did your congregation receive a Paycheck Protection Program loan for 2021? ☐ Yes ☐ No

   If yes, how much did your congregation receive? $ _____

24. Has the 2021 loan been forgiven?

   ☐ Yes   ☐ No   ☐ In Process   ☐ Have not applied yet

   If yes, how much was forgiven? $ _____

25. Please provide an estimate of additional expenses your congregation incurred in 2021 due to the pandemic (equipment for broadcasting services, Zoom and other subscriptions, personal protective equipment, sanitizing supplies, additional liturgical expenses, etc.).

   $ _____

26. If you have an endowment or reserve funds, how did usage of those funds in 2021 change compared to 2020?

   ☐ increased   ☐ decreased   ☐ same

27. If you take an endowment draw what was the percentage draw for 2021? _____

28. How significant was the actual negative impact of the pandemic on your congregation's finances for 2021, compared to the answer you provided last year (item 27, page 5)?

   ☐ Very significant   ☐ somewhat significant   ☐ neutral   ☐ somewhat insignificant   ☐ very insignificant

   Comments:

29. How significant is the negative impact of the pandemic on your congregation's finances for 2022?

   ☐ Very significant   ☐ somewhat significant   ☐ neutral   ☐ somewhat insignificant   ☐ very insignificant

   Comments:
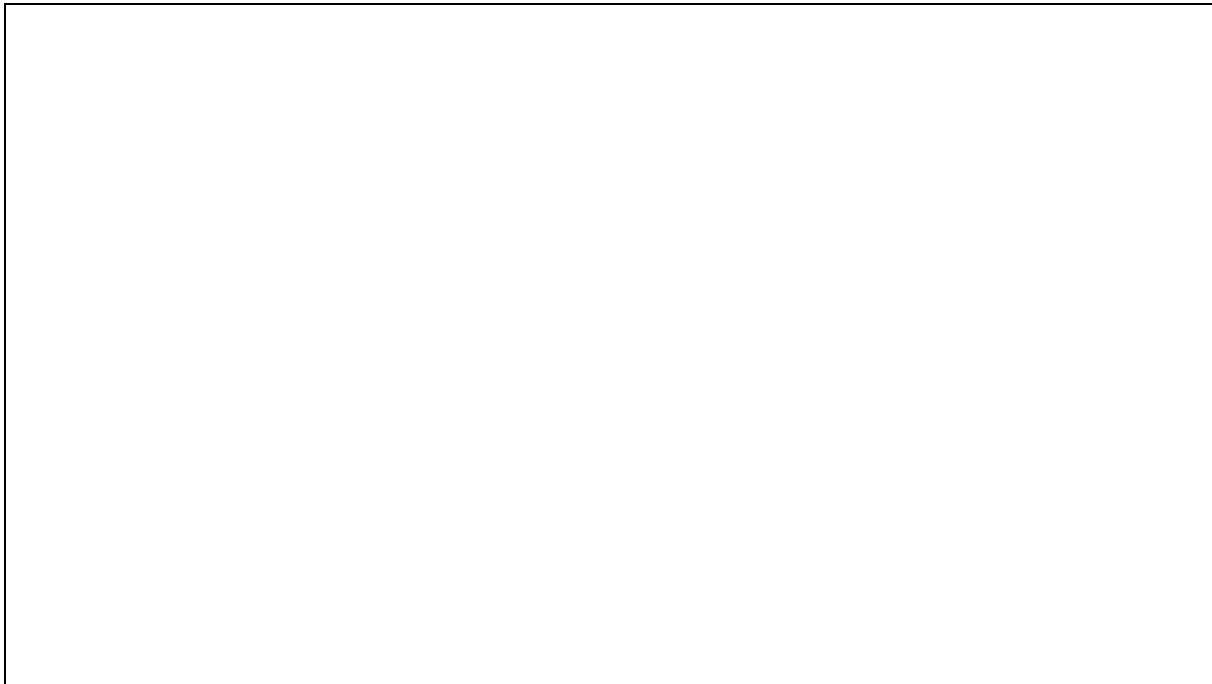

30. Does the congregation have any outstanding debt? ☐ Yes ☐ No

   If yes, how much? $ _____

   What is the debt for? _____

Narrative Questions

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

1. Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?

| 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: ☐ Full time ☐ Part time ☐ Non-stipendiary	**Year called to this congregation:**	**Church pension status:** ☐ Active ☐ Retiree ☐ 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: ☐ Full time ☐ Part time ☐ Non-stipendiary	**Year called to this congregation:**	**Church pension status:** ☐ Active ☐ Retiree ☐ 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: ☐ Full time ☐ Part time ☐ Non-stipendiary	**Year called to this congregation:**	**Church pension status:** ☐ Active ☐ Retiree ☐ 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: ☐ Full time ☐ Part time ☐ Non-stipendiary	**Year called to this congregation:**	**Church pension status:** ☐ Active ☐ Retiree ☐ 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
☐ Deacon (vocational) ☐ Transitional Deacon	**Year ordained (priest)**	

Last name of Deacon #2	First Name	Middle Name
☐ Deacon (vocational) ☐ Transitional Deacon	**Year ordained (priest)**	

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

Explanation of Unique or Unusual Clergy Situation

Outreach Ministries and Volunteer Activity of this Congregation

Using the check boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2021. **If yes**, indicate how many volunteers involved.

For 2021, please estimate in the space provided approximately how many people were **new** volunteers this year.

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

And, for 2021, using the checkboxes below, please indicate whether this is a new ministry for your congregation this year.

	No	Yes	Yes	Yes	Yes
		Is this a new ministry in 2021?	Estimated number of volunteers involved	Estimated number of **new** volunteers	Estimated number of people served
			(Provide a total figure only. No symbols or text.)		
1. Food pantry, soup kitchen or meal projects	☐	☐			
2. Sustainable food garden/cooperative (such as "Farm to Tray")	☐	☐			
3. Cash, vouchers or help with rent/utilities	☐	☐			
4. Day care, pre-school, before or after-school programs	☐	☐			
5. Tutoring or literacy programs	☐	☐			
6. Health programs (parish nurse, clinics, health education, etc.)	☐	☐			
7. Community organizing, organized social issue advocacy	☐	☐			
8. Job placement, job training, employment counseling	☐	☐			
9. Building projects (such as Habitat for Humanity)	☐	☐			
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	☐	☐			
11. Programs for the elderly and homebound persons	☐	☐			
12. Clothes closet, thrift store	☐	☐			
13. Homeless or no-freeze shelter	☐	☐			
14. Relief organizations, Overseas sponsorships or partnerships, Companion parish/Diocese relationship	☐	☐			
15. Refugee resettlement	☐	☐			
16. Ecumenical or Interfaith Partnerships	☐	☐			
17. Other, not listed.	☐	☐			