



2020 FORMS & REPORTS

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. If your church doesn't appear in the dropdown menu, someone has already sent us the date: https://episcopalmaine.formstack.com/forms/meeting_date

ANNUAL CONGREGATIONAL REPORT ~ DUE 30 DAYS AFTER MEETING

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
If your church doesn't appear in the dropdown menu, someone else at the church has already submitted the form.

PAROCHIAL REPORT ~ DUE 3/1/20

Parochial Reports are due March 1, 2020. Guidelines are available here: <https://episcopalchurch.org/research/forms-and-instructions>. Complete your online report here: <https://reports.dfms.org/>. Please note: when you login using your UEID and PIN (mailed to your church), you will be prompted to create a new login (an email address) and password. If you have trouble, please be in touch with Cn. Terry Reimer, treimer@episcopalmaine.org. After you have submitted the report, please mail a copy of the signature page of the report to Terry Reimer, Episcopal Diocese of Maine, 143 State Street, Portland ME 04101. (Need help? Consider attending a Church Finance Workshop in February. Details [here](#).)

CLERGY ANNUAL REPORT ~ DUE 3/16/20

The canonically required report from clergy to the bishop must be completed by March 16, 2020. It is to be completed by each deacon and priest, including retired and inactive clergy:
https://EpiscopalMaine.formstack.com/forms/clergy_annual_report_for_2019

CERTIFICATE OF DELEGATES ~ DUE 7/15/20

Please submit the names and email addresses of your elected delegates and alternates to the 2020 Diocesan Convention which will be held on Saturday, October 17th at USM in Portland. It must be signed 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/certificate_2020

LAY LICENSING APPLICATIONS ~ TBA

Instructions for completing the online application for Worship Leader, Eucharist Ministers, and Eucharistic Visitors licenses and the deadline will be distributed soon. Read the applicable Canons and find more information here on the [diocesan website](#).