

Diocesan Forms & Reports

HERE'S A LIST OF REQUIRED FORMS, APPLICATIONS AND REPORTS AND THEIR DEADLINES



QUICK DUE DATE GUIDE:

ASAP ~ Annual Meeting Date Notice

January 18th ~ Register for Electing Convention

After Annual Meeting ~ Annual Congregational Report

February 28th ~ Lay Licensing Applications

March 1st ~ Parochial Report

March 31st ~ Clergy Annual Report

FIND ALL FORMS AT EPISCOPALMAINE.ORG:

Click on the "A-Z Directory" and search for "Forms"

FMI: tpinney@episcopalmaine.org.

Notice of Annual Meeting Date

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

Annual Congregational Report

Please complete this report within 30 days after holding your annual meeting. Please include a copy of your Annual Report and By-Laws by using the upload function on the form or emailing pdfs to Teresa Pinney at tpinney@episcopalmaine.org. (If there has been no change to your by-laws since your last submission, you do not need to resend. We just ask you to provide the date of the most recent version.)

Anyone in a leadership or employee position may submit this form after you've held your meeting:

https://episcopalmaine.formstack.com/forms/congo_report

Lay Licensing Applications

Please submit applications for Worship Leaders, Eucharistic Ministers and Eucharistic Visitors by February 28, 2019:

<https://EpiscopalMaine.formstack.com/forms/laylicensing>

Parochial Report

Parochial Reports to the national church must be submitted to the Diocese of Maine by March 1, 2019. You will need the UEID and PIN which will be mailed to your church in order to log on. Once completed electronically, please print and mail a copy of the signature page only to Cn. Terry Reimer, Episcopal Diocese of Maine, 143 State Street, Portland ME 04101. Find instructions and link to the online report here:

<https://www.episcopalchurch.org/research/forms-and-instructions>

Clergy Annual Report

The canonically required report from clergy to the bishop must be completed by March 31, 2018. It is to be completed by each deacon and priest both active and retired:

https://episcopalmaine.formstack.com/forms/clergy_annual_report_for_2018