

**THE 2025 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		City	State
Mailing address 2	ZIP + 4	County	Country
Congregation's Email Address		Congregation's Web Address	Phone
Tax ID			

**Report Preparation**

Data & Demographics - Pages prepared by	Email address	Daytime Phone
Stewardship_Financial_Pages_prepared_by	Email address	Daytime Phone

**Certified by the Clerk of the Vestry**

Certified by ( <i>Print or type name</i> )	Email address	Daytime Phone
Signature	Date of meeting	

**Certified By Treasurer/Financial Officer**

Certified by ( <i>Print or type name</i> )	Email address	Daytime Phone
Signature	Date	

**Certified by Rector/Vicar/Person in Charge**

Certified by ( <i>Print or type name</i> )	Daytime Phone	Email address
Signature	Date	

**Warden/Vestry Approval**

Approved by ( <i>Print or type name</i> )	Email address	Daytime Phone
Indicate the date that your 2025 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.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): <i>Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer</i>	

**Attendance & Impact:**

Lines 1 through 5 helps us measure the scope and reach of all churches while acknowledging that not every participant or person is impacted by the church is a member. In addition, our hope is that these questions also capture long distance (virtual) engagement.

To calculate "viewership" for online or streamed services please use the combined totals across all streaming platforms (e.g., 5 Zoom viewers, 10 Facebook viewers, 25 YouTube viewers would be 40 total live viewers). Viewership should measure "unique" viewers (rather than using viewers as a proxy for household) and includes all viewers, no matter for how long they stayed.

**1. Average Sunday Attendance In-Person**

Sunday (& Saturday Evening) Attendance for In Person Worship.

Enter your total annual in-person attendance and divide it by the number of Sundays on which in-person services were held.

Total In-person Attendance \_\_\_\_\_ ÷ Total # of Sundays \_\_\_\_\_ =

**2. Average Sunday Attendance Online**

Sunday (& Saturday Evening) Attendance for Online Worship.

Enter your total annual livestream attendance across all platforms (do not include your viewed-after total) and divide it by the number of Sundays on which online services were held.

Total Online Viewership \_\_\_\_\_ ÷ Total # of Sundays \_\_\_\_\_ =

**3. Average Weekday Attendance In-Person**

Include attendance at all regularly scheduled worship (Weekday Services, Holy Days, or special feasts observed annually).

Then divide total attendance by the number of weeks in which in-person services were held.

Total In-person Attendance \_\_\_\_\_ ÷ Total # of weeks \_\_\_\_\_ =

**4. Average Weekday Attendance Online**

Enter your total annual livestream attendance across all platforms (do not include your viewed-after total) and divide it by the number of weeks in which online services were held.

Total Online Viewership \_\_\_\_\_ ÷ Total # of weeks \_\_\_\_\_ =

**5. Please estimate the average number of unique non-live views your main recorded service receives within the week following broadcast**

Enter your average or estimated average "viewed after" total (do not include your live, online viewers reported in line 2). If you have not regularly tracked this number, you may want to briefly look at the data from recent, non-holiday main services to estimate the average viewership.

Average 1-week (unique) \_\_\_\_\_  Estimated

**6. Outreach beneficiaries**

Estimated beneficiaries of outreach ministries per week. \_\_\_\_\_

Estimate the average number of individuals who benefit from your outreach ministries each week. This includes recipients of food assistance, community support programs, shelter services, educational initiatives, and any other outreach efforts provided by your congregation.

To capture the impact of the parish's outreach efforts, please include both:

- **Internal ministries** directly operated by the parish
- **External organizations** that the parish financially sponsors or regularly supports through parish-coordinated volunteer work

When reporting on partner organizations, include only those beneficiaries reasonably attributable to your parish's involvement, not the organization's total number served.

If the number of beneficiaries varies from week to week or occurs over a limited period of time, please provide a reasonable weekly average based on recent or typical activity.

**7. Average volunteers that are not members**

Average number of non-member volunteers for outreach ministries per week. \_\_\_\_\_

Estimate the average number per week of individuals who are not members of your congregation, but who volunteer through your parish's outreach ministries.

Do not include the total number of volunteers at a partner organization; include only those whose volunteer service is connected to your parish.

**8. Total Impact**

Total average impact of church. (Calculate lines 1 through 7)

**Communicants in Good Standing:**

*Communicants in Good Standing are 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."*

- 9. Adult communicants in good standing (Age 16 and over) \_\_\_\_\_
- 10. Youth communicants in good standing (Under age 16) \_\_\_\_\_
- 11. **Total communicants in good standing** (Sum of 9 and 10)

**Active Baptized Members of the Reporting Congregation at Year-End per Canon I.6.1.1:**

*For lines 12 and 13, enter the total amount active members and participants for end of report year for 2025.*

- M24 Total Members from 2024**  
*Since baptized membership was not captured in the 2024 report, please provide the total number of baptized members for 2024. This will enable us to update our records for that reporting year.* \_\_\_\_\_
- 12. **Increases during year** *All members added to the baptized members section of the congregation's Membership Register during 2025 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.* \_\_\_\_\_
- 13. **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.* \_\_\_\_\_
- M25 Total Members for 2025**  
*Add the increases entered in line 12 to Box M24. Then subtract the decreases entered in line 13 for the total active membership as of December 31, 2025.* \_\_\_\_\_

**Active Participants in the Reporting Congregation**

- 14. **Active Participants**  
*Anyone of any age who is active in the congregation and not included in the baptized members listed above* \_\_\_\_\_

**Easter and Christmas Attendance:**

*For lines 15 and 16, enter the total in-person attendance. Please do not include online participation numbers.*

- 15. **Total In person Easter Sunday Attendance (including Easter Vigil):**  
*Record the combined in-person attendance for all Easter Sunday services, including any Easter Vigil services held the evening before.* \_\_\_\_\_
- 16. **Total In person Christmas Eve and Christmas Day Attendance:**  
*Record the combined in-person attendance for all services held on Christmas Eve and Christmas Day.* \_\_\_\_\_

**Clergy Serving This Congregation:**

*This question helps us understand how many individuals undertake work on behalf of the church, recognizing in particular the contributions of lay staff (paid or unpaid). Unpaid lay staff may include, but is not limited to, nursery workers, Sunday school facilitators, parish administrators, lay preachers, etc. If you had transitions in staff over the course of the calendar year, please simply count the roles in place, not the individuals. For example, if you had a different supply priest every month, enter 1 under part-time clergy, not 12.*

- 17. **Total amount of Clergy and Staff serving this congregation**
- |  |  |
|--|--|
| <p><b>Clergy</b></p> <p>_____ Full Time Clergy</p> <p>_____ Part Time Clergy</p> <p>_____ Non-Stipendiary Clergy</p> <p><input style="width: 50px;" type="text"/> Total Clergy Staff</p> <p>_____ Deacons</p> <p>_____ Priests</p> | <p><b>Staff</b></p> <p>_____ Full Time Lay Staff</p> <p>_____ Part Time Lay Staff</p> <p>_____ Unpaid/Non-Stipendiary Lay Staff</p> <p><input style="width: 50px;" type="text"/> Total Lay Staff</p> |
| <p><input style="width: 50px;" type="text"/> Total Staff</p>   |  |

18. Who leads your primary worship service? (Select one)

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Full Time Priest | <input type="checkbox"/> Short Term Supply | <input type="checkbox"/> Lay Person |
| <input type="checkbox"/> Part Time Priest | <input type="checkbox"/> Long Term Supply  | <input type="checkbox"/> Deacon     |
| <input type="checkbox"/> Other            |  |                                     |

19. Does your congregation have a unique or unusual clergy situation? (Select all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Long Term Supply or Interim | <input type="checkbox"/> Call to Common Ministry | <input type="checkbox"/> Clergy from elsewhere in The Anglican Communion |
| <input type="checkbox"/> Other                       |  |  |

**Sacraments & Services:**

**20. How many of the following did your church provide? (Numeric responses)**

*This information should be easily accessed through your parish register. This helps us measure the vitality of your church through the provision of sacraments and other lifecycle services. Definitions to guide your entries: Baptisms: Count each person baptized.; Confirmations, Receptions: Count each individual confirmed or received into the church.; Marriages: Count each marriage service conducted (not each individual); Burials: Count each burial service, whether held at the church or elsewhere.; Eucharists: Total number of Eucharistic worship services offered, including weekdays and special services.; Daily Office Services: Total number of Morning Prayer, Evening Prayer, Compline, etc., held as public services (in person or online).*

# of Individuals	# of services	# of services
_____ Baptisms	_____ Marriages	_____ Eucharists
_____ Confirmations	_____ Burials	_____ Daily Office Services
_____ Receptions		

**21. Which of the following services/programs/initiatives does your church have? (Select all that apply)**

*This question allows us to measure the vitality of the church through provision of services and initiatives that help engage the parish and larger community. Please use the "Other" category for categories not listed here (such as international partnerships, interfaith collaborations, collaboration with community organizations, etc). You can expand on any of these initiatives in questions 24-26.*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Sunday Morning Eucharist               | <input type="checkbox"/> Streamed Service            | <input type="checkbox"/> Children's Choir                                | <input type="checkbox"/> Ecumenical Collaboration |
| <input type="checkbox"/> Sunday Morning Prayer                  | <input type="checkbox"/> Interactive Virtual Service | <input type="checkbox"/> Sunday School                                   | <input type="checkbox"/> Virtual Formation        |
| <input type="checkbox"/> Other Weekend Eucharist                | <input type="checkbox"/> Paid Musicians              | <input type="checkbox"/> Sunday Childcare                                | <input type="checkbox"/> In Person Formation      |
| <input type="checkbox"/> Weekday Eucharist                      | <input type="checkbox"/> Volunteer Musicians         | <input type="checkbox"/> Bible Study                                     | <input type="checkbox"/> Campus Ministry          |
| <input type="checkbox"/> Weekday Morning/Noonday/Evening Prayer | <input type="checkbox"/> Adult Choir                 | <input type="checkbox"/> Outreach Ministries (e.g. food pantry, shelter) |   |
| <input type="checkbox"/> Other _____                            |  |  |   |

**22. Does your church have any subsidiary or associated organizations?**

- |   |                                     |                                      |  |
|---|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Preschool or Nursery Program | <input type="checkbox"/> K-8 School | <input type="checkbox"/> 9-12 School | <input type="checkbox"/> Outreach Ministry |
| <input type="checkbox"/> Other _____                  |                                     |                                      |  |

**Demographics:**

**23. For which of the following languages do you offer services?**

*This question allows us to better understand the distribution of languages of worship within the church. It also helps us highlight parishes which multilingual programs and services.*

- |                                      |   |                                   |   |
|--------------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> English     | <input type="checkbox"/> French         | <input type="checkbox"/> Mandarin | <input type="checkbox"/> American Sign Language |
| <input type="checkbox"/> Spanish     | <input type="checkbox"/> Haitian Creole | <input type="checkbox"/> Tagalog  |   |
| <input type="checkbox"/> Other _____ |   |                                   |   |

**24.  Select this box if you offer a service that is simultaneously conducted in more than one language.**

**25. Approximately what percentage of your congregation is White, Caucasian, or of European descent? \_\_\_\_\_ %**

**26. What is the estimated average age of your congregation? \_\_\_\_\_**

Giving Information for 2025:

Please indicate the reporting currency \_\_\_\_\_

Stewardship:

Questions about stewardship help illustrate how pledge activity aligns with giving trends over the year.

Example A: On January 1, 2025, St. Paul's had received 84 pledge cards. Five additional pledge cards for 2025 were received later that month, and four new families made pledges during 2025. Enter 93 (84+5+4) on line 1, even though some who signed pledge cards may have died or moved away during the Report Year. On line 2 enter the total pledged from the 93 pledge cards shown on line 1, even though not all pledges

1. Number of confirmed pledges to the general/operating fund (1) \_\_\_\_\_

Enter the total number of pledges made for the year, regardless of whether they were fulfilled. Count actual pledges or commitments received. If a household makes one pledge, count one. If multiple household members make individual pledges, count each one. Include any pledges received during the year even if the giver moved away or died.

US DOLLAR

OTHER CURRENCY

2. Monetary amount of confirmed pledges (2) \_\_\_\_\_

Enter the total dollar amount of all confirmed pledges reported in line 1 above. This line reflects what members promised to give, not what was actually paid.

Revenue:

Revenue helps us understand the types and sources of financial resources received. A church may use either cash-basis or accrual-basis reporting, but should apply the same method to both revenue and expense sections.

Example B: A parishioner of St. James Church makes two contributions to the church: a \$1,000 contribution to fulfill their pledge to the general fund and a \$200 contribution restricted to the Endowment Fund. The \$1,000 contribution is reported on line 3, and the \$200 contribution is reported on line 4.

Example C: St. Stephen's Church leases a portion of their campus to an outside group on weekday mornings, and they receive \$2,000 a month in rental fees. The rental fees are reported on line 5.

3. Plate, pledge, and other contributions to the general support of the church (3) \_\_\_\_\_

Enter all giving actually received during the year. Report all unrestricted contributions only. Examples include: loose plate offerings, payments toward pledges to the general/operating fund, and general gifts not designated for a specific purpose. Related expenses: Report corresponding operating expenses on Line 6.

4. Contributions restricted by contributors for specific purposes (4) \_\_\_\_\_

Enter all giving actually received during the year that donors have designated for a specific purpose. Report only contributions whose use is restricted by the contributor. Examples include: gifts designated for outreach ministries or special programs; donations restricted for capital projects or building improvements; and contributions given for music, altar guild, youth ministry, or other specific ministries. Related expenses: Report expenses paid from these restricted funds on the corresponding line depending on the nature of the expense — Operating-related restricted expenses > Line 6; Capital-related restricted expenses > Line 7

5. All Other Revenue (5) \_\_\_\_\_

Report all revenue not included in lines 3 or 4. Enter amounts before expenses. Examples include: grants from organizations, revenue from fundraising events (gross, not net), gross revenue from a thrift shop or similar enterprise, gross rental income from facilities or property, interest earned on checking, savings, or other cash accounts, and investment income drawn or distributed (but not gains/losses) Related expenses: Operating-related restricted expenses > Line 6; Capital-related restricted expenses > Line 7. Do not include: realized or unrealized investment gains or losses (those are reported on line 9 on the next page.)

Total Revenue (Lines 3+4+5) = A [ ] [ ]

Expenses:

Expenses help us understand the cost of ministry and operations. Use the same accounting method used for the revenue section.

Example D: St. Bart's Church has a well-known music program. The church employs a Director of Music, maintains a pipe organ, and purchases sheet music to perform. The salary of the Director of Music, the maintenance costs of the pipe organ, and the cost of sheet music are reported on line 6. If the church were to expand the pipe organ, that expense would be reported on line 7.

6. Church non-capital expenses (6)
Report all operating expenses. Examples include: utility costs, insurance, clergy and staff salaries, wages, and benefits, office and administrative costs, diocesan assessments/apportionment, ministry and program costs, charitable disbursements, and routine maintenance and repairs. Related revenue: Typically reported on Lines 3-5. This will be the largest expense category for most congregations.

7. Capital Expenses (7)
Report expenditures for property, buildings, or major equipment. Examples include: purchase of property, land, or buildings; major repairs that extend the useful life (e.g., roof replacement); building renovations or expansions; purchase of major equipment; and capital improvements funded by restricted gifts. Do not include routine maintenance (those go to line 6). If funded by restricted gifts > Line 4; If funded by unrestricted sources > Line 5

Total Expenses (6+7) = B

Year End (as of December 31):

Questions about your year-end account balances help us determine the financial assets at the church's disposal.

8. All cash, checking, and savings balances (8)
Enter the total year-end balance of all congregation-held cash accounts. Include: checking accounts, savings accounts, cash holdings in financial institutions, and clergy discretionary funds if held under the congregation's EIN (federal tax id number)

Year End (as of December 31) Supplemental Information:

Question 9 provides information about how your congregation manages and utilizes its endowment and investment accounts. The following definitions may assist you as you complete this section:

- "Dollar amount drawn for use" = how much money the church took out for operations in the reporting year.
"Percentage draw" = amount withdrawn ÷ market value at end of prior year.
Net gains/losses = dividends + interest + realized + unrealized gains/losses - investment fees.

9. Does your congregation have an endowment or other investment account(s)?
Select Yes if your church holds any endowments or investment accounts—restricted or unrestricted—that generate income, gains, or dividends. Select No if you do not have any such accounts.

9a. List your financial assets. (Numeric responses)

Enter the year-end market value for each category:

- Endowment (restricted): Funds with donor-imposed restrictions.
Endowment (unrestricted): Endowments whose use is not restricted by donors.

Total Endowment: This field is auto calculated from your entries.

- Non-endowed Investments (restricted): Investment accounts that are not endowments but have donor restrictions.
Non-endowed Investments (unrestricted): All other investment or brokerage accounts.

Total Non-endowed Investments: This field is auto calculated from your entries.

Total Investments: Grand total of all endowment + non-endowment investments.

\* Enter numbers only (no commas or symbols).

Form with input boxes for Endowment (restricted), Endowment (unrestricted), Total Endowment, Non-endowed Investments (restricted), Non-endowed Investments (unrestricted), Total Non-endowed Investments, and Total Investments.

9b. What was the percentage draw (the percentage withdrawn for use) in 2025?
Enter the percentage of the investment balance (from the end of 2024) that the church withdrew during 2025.
Formula: (Dollar amount withdrawn ÷ market value at end of prior year) × 100
If nothing was withdrawn, enter 0.

9c. What was the dollar amount drawn for use in 2025?

Operating

*Funds used for day-to-day ministry or operating expenses.*

*This amount should have been reported on Line 6 (Church Non-Capital Expenses).*

\_\_\_\_\_

Non-operating/capital

*Funds used for capital projects, property improvements, or other non-operating purposes.*

*This amount should have been reported on Line 7 (Capital Expenses).*

\_\_\_\_\_

9d. What was your net gain/loss (realized & unrealized) in your investment accounts?

*Enter the total net change in your investments during the year, including:*

- Dividends
- Interest
- Realized gains/losses
- Unrealized gains/losses
- Minus investment fees

*This number may be positive or negative.*

\_\_\_\_\_

**Example E:** St. Francis Church has an endowment fund whose market value at the end of 2024 was \$100,000. The church has no other endowments or investment accounts. In 2025, the church withdrew and used \$5,000 from the endowment fund. The church reports \$5,000 on line 9c. The church's percentage draw reported on line 9b is 5% (\$5,000 ÷ \$100,000).

**Example E (continued):** In 2025, St. Francis' endowment fund receives dividends of \$500 and interest payments of \$250. Total realized gains on investments were \$1,000, and unrealized gains were \$1,500. The church paid investment fees of \$100. The church's net gain/loss on investments, reported on line 9d, is \$3,150 (\$500 + \$250 + \$1,000 + \$1,500 - \$100).

10. Does your congregation have any outstanding debt, including credit card debt?

*Select Yes if your church owes money to any lender (bank loans, mortgages, lines of credit, etc.). Select No if the church has no debt.*

Yes  No

10a. How much?

*Enter the total outstanding principal owed at year-end (numeric only).*

\_\_\_\_\_

10b. What is the debt for?

*Briefly describe the purpose of the debt (e.g., roof replacement, building mortgage, equipment loan, capital improvements).*

11. Does your congregation own buildings and/or land?

*Select Yes if the church owns any property—buildings or land—whether used for worship, ministry, rental, or other purposes. Select No only if the congregation rents or borrows all of its space. Note: Property legally held in trust by your diocese should still be considered owned.*

Yes  No

12. Does your congregation rent or lease all or a portion of your building(s) or land to group(s) outside your congregation?

*Select Yes if you rent out any portion of your buildings or land to outside groups (schools, nonprofits, community groups, events, etc.) in exchange for rental income or contributions. Select No if you do not rent any space to outside groups. Report only direct rental or leasing activities here. Do not include fundraising events or unrelated use of space.*

Yes  No

12a. How much revenue did your church earn from renting/leasing to outside groups?

*Enter the total amount received during the reporting year from rental or leasing arrangements with outside groups. This includes:*

- Rental fees
- Contributions made in lieu of rental payments
- Payments tied directly to space usage

*Do not include income from fundraising events.*

*Where this amount is reported elsewhere:*

*Include this amount in Line 5 - Other Operating Revenue in the main income section.*

\_\_\_\_\_

**12b.** What expenses did your church incur from renting/leasing to outside groups?

*Enter the total expenses your congregation incurred specifically because of rental or leasing activities.*

*Examples include:*

- *Cleaning or janitorial services*
- *Additional utilities*
- *Security or supervision*
- *Repairs or maintenance required due to rental use*
- *Administrative costs tied to managing rentals*

*If the rental activity required major repairs or improvements, include those capital expenses here as well.*

*Where this amount is reported elsewhere:*

- *Operating (non-capital) rental expenses → Line 6 - Church Non-Capital Expenses*
- *Capital expenses related to rental activity → Line 7 - Capital Expenses*

## Narrative Questions

13. How is your parish reducing your carbon footprint?

*The inclusion of this question is mandated by Resolution 2022-D064. This question is optional.*

14. What is one program or initiative at your Church that you feel best exemplifies your congregation?

*This short answer question helps us recognize the church at work every day. This question is optional.*

15. What is one program or initiative at your Church that represents your hope for the future of your congregation or the greater Episcopal Church?

*This short answer question helps us celebrate your accomplishments and goals. This question is optional.*

### Supplemental Financial Page (Optional Diocesan Add-On)

This supplemental financial page is included for congregations in dioceses that have opted to collect additional financial details with the annual Parochial Report. If this page appears in your form, it is required by your diocese. Please contact your diocesan office if you need further assistance. The questions follow the same format and structure as the 2023 financial page, so congregations familiar with that version will find the layout similar. To assist you, we have included help text for each line, since we no longer provide a workbook to follow along.

**Revenue:**

**Operating Revenue**

- S1.\* Plate offerings, pledge payments & regular support  
*Imported from line 3. Plate offerings, pledge payments & regular support.* \_\_\_\_\_
- S2. Investment income used for operations  
*Interest, dividends, or investment draw applied to the annual operating budget.* \_\_\_\_\_
- S3. Other operating income  
*Include unrestricted operating income not reported elsewhere (e.g., building use fees, fundraisers, rentals).* \_\_\_\_\_
- S4. Unrestricted bequests used for operations  
*Bequests or memorial gifts not restricted by the donor and used for operating expenses.* \_\_\_\_\_
- S5. Assistance from the diocese for operating budget  
*Operating grants or financial support from the diocese.* \_\_\_\_\_

**Non-Operating Revenue**

- S6. Restricted gifts to capital funds  
*Donations specifically designated for capital projects or building improvements.* \_\_\_\_\_
  - S7. Additions to endowment and other investment funds  
*New contributions added to endowment or investment accounts. Include unrestricted memorial gifts, legacies, and bequests if not used for operating purposes.* \_\_\_\_\_
  - S8. Contribution to outreach programs  
*Report all income for congregation-run outreach programs (e.g., soup kitchens, after-school programs, shelters, senior services).  
Include funds from participant fees, grants, diocesan support, or individual gifts.  
  
Report corresponding expenses in S14.* \_\_\_\_\_
  - S9. Funds for transmittal to other organizations  
*Include donor-restricted offerings or gifts designated for specific causes outside the congregation's operations (e.g., Good Friday Offering, Episcopal Relief & Development, United Thank Offering).  
Report amounts collected for seminaries in Line S15 and for other organizations in Line S16.  
Note: These funds are collected and sent to others and are not considered operating income.* \_\_\_\_\_
- |           |   |  |
|-----------|---|--|
| <b>A.</b> | Subtotal Normal Operating Revenue (S1 + S2 + S3 + S4) |  |
| <b>B.</b> | Total Operating Revenue (A + S5)                      |  |
| <b>C.</b> | Subtotal Non-Operating Revenue (S6 + S7 + S8 + S9)    |  |
| <b>D.</b> | Total Revenue (B + C)                                 |  |

**Expenses:**

**Operating Expenses**

- S10. Payments to diocese (assessment, apportionment, or fair share) \_\_\_\_\_  
*Funds paid to the diocese for the parish's assessment or fair share. Do not include pass-through payments such as insurance premiums, clergy pension contributions, or group supply purchases. These belong under S12 (Other Operating Expenses) or the appropriate expense line.*
- S11. Outreach from operating budget \_\_\_\_\_  
*Report funds from the operating budget used directly for outreach ministries. Any income supporting these activities should be reported in S3. Do not include expenses for congregation-run outreach programs; those belong*
- S12. All other operating expenses (salaries, utilities, ministries, etc.) \_\_\_\_\_  
*Report all operating expenses not reported elsewhere, such as:*  
*Staff compensation and benefits*  
*Utilities and insurance*  
*Office expenses, ministries, programs, supplies*  
*Routine building maintenance or repairs*  
**These expenses relate to S1-S4 income**  
*Do not include capital improvements (S13) or outreach program expenses (S15).*

**Non-Operating Expenses**

- S13.\* Major building improvements or capital projects \_\_\_\_\_  
*This figure is imported from line 7. Major building improvements or capital projects*  
**Related income is reported in S6 (Restricted gifts to capital funds).**
- S14. Expenses for congregation's outreach & mission \_\_\_\_\_  
*Report expenses for congregation-run outreach programs (e.g., soup kitchens, after-school programs, shelters, senior services).*  
**Report corresponding income in S8 (Income for congregation-run outreach programs).**
- S15. Funds contributed to Episcopal seminaries \_\_\_\_\_  
*Report amounts collected and transmitted to Episcopal seminaries.*  
*Examples include Theological Education Sunday offerings or other designated gifts.*  
**Related income is reported in S9 (Funds for transmittal to other organizations).**
- S16. Funds sent to other organizations \_\_\_\_\_  
*Report amounts collected and sent to organizations other than Episcopal seminaries.*  
*Examples: Episcopal Relief & Development, UTO, local nonprofits, mission partners.*  
**Related income is reported in S9 (Funds for transmittal to other organizations).**
- E. Total Operating Expenses (S10 + S11 + S12)
- F. Total Non-Operating Expenses (S13 + S14 + S15 + S16)
- G. Total Expenses (E + F)

\* = Existing line item; included for illustration purposes

All reports are to be filed online at <https://reports.dfms.org>. If you need assistance filing your report online, please contact your diocesan office for help.