

Got Questions?

Diocesan staff are available to help you. Contact us by phone, fax or email.

Our main contact numbers are:

Phone: 713.520.6444

Toll Free:

1.800.318.4452

Fax: 713.521.2218

Email addresses are first initial, last name, @epicenter.org.

This information is included in the DioLog beginning in November every year. If you are not on the email list for this weekly Diocesan publication, send an email to lblount@epicenter.org and get on the list today!



**Episcopal Diocese of Texas
163rd Annual Diocesan Council**

Office of the Diocesan Secretary
1225 Texas Avenue
Houston, TX 77002

Phone: 713.353.2141 or 1.800.318.4452
Fax: 713.521.2218
E-mail: splatt@epicenter.org

**Episcopal
Diocese of Texas
163rd Annual
Diocesan
Council**



***Q & A
about
Reports
due Prior
to Annual
Council***

What you need to know

In addition to payment of assessments and online registration, the following reports are due prior to council.

[The Parochial Report](#)

File online at <http://pr.dfms.org>

No signed copy required.

[Annual Directory Report](#)

Download the Excel spreadsheet at www.epicenter.org/council/. Spreadsheet should be completed, saved and emailed back.

[Official Certification of Lay Delegates](#)

Download form from the diocesan website.

Must be filed with a signature affixed, and sent to diocesan office by US mail or fax unless you have the ability to scan a manually signed form and email it. **If you send a fax or email, do not also send original.**

[Necrology Report](#)

Download form from the diocesan website.

Must be filed only if a person who worked at the diocesan level died during the last year.

No blank report required.

Frequently Asked Questions:

Q. I have questions about the Parochial Report, where do I get answers?

A. Refer to the brochure entitled "Parochial Reports Explained" which you can download on the diocesan website. If you still have questions, you can call the Council Forms Help Desk, 713.520.6444, 1.800.318.4452 for assistance, or email sedmonson@epicenter.org.

Q. I registered delegates online, do I also have to certify them?

A. Yes, the certification form can be found on the diocesan website and must be signed by the head of your congregation. You must either mail or fax it to the diocesan office, or scan it electronically (after it's signed) and email it to us. NOTE: If you fax or email it, do not send the original also.

Q. I don't have a credit card, how do I register my delegates, alternates and clergy?

A. Download the Excel Spreadsheet "Registration by Check Form" from the diocesan website, complete it and send it along with a check for the appropriate amount made payable to "163rd Diocesan Council". Mail to:

The Episcopal Diocese of Texas
163rd Diocesan Council Registration
1225 Texas Avenue
Houston, TX 77002

Q. I sent in an Official Certification of Lay Delegates and now one of my delegates can not serve. What do I have to do so that an alternate can serve in the place of my delegate?

A. If your alternate was listed on the Official Certification of Lay Delegates, call or email Council Forms Help Desk (see the first answer in this series for contact information) so we can make the appropriate badge for your alternate.

Q. I did not include alternates on my Official Certification of Lay Delegates. Now one of my delegates can not attend. What do I do?

A. Use the same method you used to select delegates (meeting of congregation or vestry) and complete a revised Certification form. Have it signed by the head of your congregation and send it to the diocesan office by mail or fax or send a scanned copy by email to sedmonson@epicenter.org.

Q. I am having trouble with the spreadsheet for the Annual Directory report, what do I do?

A. Call 713.520.6444 or 1.800.318.4452 and ask for Council Forms Help Desk.

Q. Our church did not have a death to report of anyone who worked at diocesan level last year, do I still need to send a Necrology Report?

A. No, if we do not hear from you we understand that no necrology report is required for your church.

