

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.

THE 2010 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
ACCORDING TO CANONS 1.6, 1.7, AND 1.17
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



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

1225 Texas Avenue
Houston, TX 77002

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Fax: 713.521.2218

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Episcopal
Diocese of
Texas



*Parochial
Reports
Explained*

The Parochial Report site with downloadable forms is:

http://www.episcopalchurch.org/research_62344_ENG_HTM.htm?

You can use this site to find electronic copies of the workbooks, a blank form to fill in the report figures before you go online to do the actual filing, and you can file from here also.

What you need to know

Parochial Reports are always due prior to Diocesan Council.

The national church has a deadline for filing that is later than the Diocesan deadline.

Every year a copy of the blank report, workbooks, and a cover letter is sent to each church from the national church office.

If you use the deadline on the National Church's letter, your report will be late for the Diocesan deadline which is always prior to Annual Diocesan Council.

Failure to file your report prior to Annual Council can cause your church to have seat but no voice or vote.

Q & A

Q. Where do I get my login and passcode if I lose the letter from the National Church?

A. Call 713.520.6444 or 1.800.318.4452 and ask the receptionist to transfer you to the Council Forms Help Desk.

Q. Do I need to send a signed copy of the Parochial Report to the Diocesan Office?

A. **No**, you should keep a signed copy on file at your church, but the Diocesan office will download your form and use the electronic copy only. Sending a hard copy causes extra work.

Q. The cover letter says I have a deadline of May 1st, why is the report due prior to Annual Council?

A. Diocesan Canon 11.2(a) states that "Pursuant to the Canons of the General Convention, it is made the duty of every Minister-in-Charge of a Parish or Mission, or if there be no Minister-in-Charge, of the Church Wardens, or other proper officer, to prepare, upon the blank form adopted by the General Convention, a report for the year ending the thirty-first day of December preceding; and to deliver the same no later than February first of the following year to the Secretary or to the Bishop of the Diocese."

And Diocesan Canon 11.2(c) states that "No Parish or Mission, or its Minister-in-Charge, shall be entitled to voice or vote in the Diocesan Council until the Secretary or the Bishop of the Diocese shall acknowledge receipt of the completed Report to Diocesan Council required herein; provided that, with permission of the Bishop, Council may grant to the Parish or Mission, or its Minister-in-Charge, voice or vote, or both."

Q. Who do I call if I have questions about some of the financial fields that are required on the form?

A. After checking the explanation in the workbook, call or email Allison McCloskey, Controller, 713.520.6444, 1.800.318.4452, amccloskey@epicenter.org.

Q. How do I know if my form has been marked "complete"?

A. Each page has a place to mark as complete, the report then has another place to mark as complete. If you mark the report complete, you should get a second screen asking if you want to mark it complete again. If you don't get the second question and answer it by marking it complete a second time, the report will continue to dwell in the "in progress" section of the website. If you are not sure, try to get into the report—if you can still get in it is not marked complete.

Q. I marked the report complete and now find that I have a change. How do I make the change?

A. After you mark it complete, you cannot change it. The Diocesan office, however, has the ability to make changes for you until May 1st. Call 713.520.6444 or 1.800.318.4452, ask the receptionist to transfer you to the Council Forms Help Desk, and we will make the changes online for you.