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**ABOUT REGISTRATION AND REPORTS DUE PRIOR TO COUNCIL**

Registration

Registration is online at [epicenter.org/council](http://www.epicenter.org/council). If your church has a late date for the annual meeting, you can register the number of delegates and alternates in advance and supply the names later. In fact, you are encouraged to do so. Please contact Nina Gaspar at ngaspar@epicenter.org for instructions.

The fee for the 170th Council, to be held in The Woodlands, February 21-23, 2019 will be $200 if registered by December 31, 2018. After December 31, the fee will be $225. This will include the Thursday evening seated dinner celebration honoring The Right Reverend Dena Harrison, two continental breakfasts, and one lunch.

If you don’t have a credit card to use for registration complete the online form and choose “pay by check.” Send a check for the appropriate amount made payable to “170th Diocesan Council” to: The Episcopal Diocese of Texas, 170th Diocesan Council Registration, 1225 Texas Avenue, Houston, TX 77002

**IN ADDITION TO PAYMENT OF ASSESSMENTS AND ONLINE REGISTRATION, THE FOLLOWING DOWNLOADABLE REPORTS ARE DUE ON FEBRUARY 1, 2019.**

**Parochial Reports**

**Parochial Reports are due prior to Diocesan Council.** Reporting opens January 2 online at [pr.dfms.org](http://pr.dfms.org/). Failure to file your report prior to Annual Council can cause your church to have a seat but no voice or vote. NOTE: The National Church’s deadline is AFTER the diocesan deadline, ignore it!

If you don’t have your login and passcode to the reporting site ([pr.dfms.org](http://pr.dfms.org/)) contact Nina Gaspar at ngaspar@epicenter.org.

DO NOT SEND A HARD COPY OF YOUR REPORT TO THE DIOCESAN OFFICE

Keep a signed copy on file at your church, but the Diocesan office will download your form from the National site and use the electronic copy only.

If you have questions about the financial fields, you may find answers in the workbooks provided online at [http://www.episcopalchurch.org/page/parochial-report.](http://www.episcopalchurch.org/page/parochial-report) If not, then please email Andre Kierkiewicz at akierkiewicz@epicenter.org.

To make sure your form has been marked “complete,” close it and try to reopen the report. If you still have access to it, it is not marked complete.

If you marked the report complete, then find that you have, changes the Diocesan office has the ability to make changes for you until May 1. Contact Nina Gaspar at ngaspar@epicenter.org

**Directory Report for Volume II of the Journal of 169th Council**

Spreadsheet should be completed, saved and emailed back to Nina Gaspar at ngaspar@epicenter.org.

**Official Certification of Lay Delegates**The certification form must be signed by the head of your congregation and does not serve as registration of your delegation. You must scan it electronically (after it’s signed) and email it to Nina Gaspar at ngaspar@epicenter.org. If you are unable to scan and email the completed form, then you can either mail or fax it (with a cover sheet telling us who and how to contact the sender) to the diocesan office.

NOTE: Please keep the original signed form for your records and bring it to Council.

*If you sent in an Official Certification of Lay Delegates and you listed alternates on the certification form, and now one of your delegates cannot serve,* email Nina Gaspar at ngaspar@epicenter.org so we can make the appropriate badge for your alternate and insure that the person will receive ballots when they sign in.

*If alternates were not included on your church’s Official Certification of Lay Delegates and one of your delegates cannot attend, 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 the signed scanned form Nina Gaspar at ngaspar@epicenter.ogr. When we receive your revised form, we will change the name on your registration, so the alternate can pick up ballots and be seated. Alternates not listed on certification forms will not be given ballots until a new certification form is provided.

**Necrology Report**
Must be filed ***only*** if a person who worked at the diocesan level died during the last year. No blank report required. *If your church did not have a death to report of anyone who worked at diocesan level last year, do not send a Necrology Report.* If we do not hear from you, we understand that no necrology report is required for your church. Please email the completed Necrology Report (if needed) to Nina Gaspar at ngaspar@epicenter.org.