

## MEMORANDUM

**DATE:** January 14, 2009

**TO:** All Rectors, Vicars and Vestries/Bishop's Committees

**FROM:** Jane R. Parrott, Director of Business and Finance

**RE:** 2008 Annual Parochial Reports  
Church Information Forms  
Delegate Certificates

### **Annual Parochial Reports**

Enclosed please find the Annual Parochial Report Forms for 2008. A copy of the form will be posted on the Diocesan Web Site ([www.fwepiscopal.org](http://www.fwepiscopal.org)). Click on the **Resource Page for Church Finance**. Upon completion of the report, be sure to keep a copy for your records. Please return the completed original forms to the Diocesan Office no later than March 31, 2009, as directed in the Diocesan Customary and required by Diocesan Canon 27.

Prepare these forms as soon as possible after closing your register and financial books on December 31, 2008. **Please include a copy of your Financial Statement with your Parochial Report.** You do not have to wait until after your Annual Parish Meeting or complete your annual audit in order to prepare and return the Parochial Report.

### **Church Information Forms**

**The Diocesan staff relies heavily on the information contained on these forms,** so please return the completed forms containing the work/home telephone numbers and email addresses of your Vestry Members and key personnel as soon as possible following your Annual Parish Meeting to the attention of **Melody Mendolia**.

### **Convention Delegate Certificates**

This certificate must be accurate, properly signed by the Rector, Vicar, Priest-In-Charge or in the case there be no Priest, the Senior Warden or Clerk of the Vestry before being returned to the Diocesan Office.

See Canon 1 (attached) to determine the number of Delegates your Parish/Mission is entitled to, using item #3, page #2 of the 2008 Parochial Report, deducting those persons that are not confirmed and those under sixteen years of age.

It is requested that the enclosed Diocesan certificate be used. Letters or self-styled certificates cannot be accepted and of necessity will be returned to you for the proper one.

### **Clergy Information Form**

**Should any clergy need to update his or her Clergy Information Form, please contact the Diocesan Registrar, Susan Steele, at the Diocesan office, telephone number (817) 244-2885, and she will forward that form to you.**

If you have questions regarding any of the above, please call me at the Diocesan Office (817) 244-2885.