

Memorandum

To: Rectors, Vicars, Interim & In Charge Priests
Church Administrators
Church Treasurers

From: Bob Leaman

Date: Thursday December 19, 2005

Subject: 2005 Parochial Reports and The Supplement to the Parochial Report

The National Church is in the process of mailing 2005 Parochial Report Forms and Instructions to each church in Colorado. All churches should receive it within a week or so. If you do not receive it, you may download it from our diocesan website at www.coloradodiocese.org.

The report, along with the Supplement, is due at the Diocese **not later than March 1, 2006** and it is due at the National Church not later than May 1, 2006. **This report is used to identify the number of qualified delegates to the Annual Diocesan Convention, so its timely submission is critical.**

Accompanying this memo is the **Supplement to the 2005 Parochial Report**. Also attached are some instructions that are specific to Colorado for the Parochial Report and the Supplementary Report. Our modified instructions and the Supplement are necessary due to three unusual situations in Colorado, our method of funding the Diocese, restricted giving, and separate pledges by the congregations to the Diocese and the regions. Accordingly, please follow the specific instructions provided.

The **Parochial Report** is to be filed on line with the National Church (detailed instructions were included with your packet). In order to avoid doing it twice, we suggest you file the report on line by March 1, the Diocesan due date. This will enable you to simply print the completed report from the web site, sign it and forward it to the diocese by its due date.

The **Supplement to the Parochial Report** is now an integral part of the report for diocesan purposes. This report must accompany the filing of the **Parochial Report** with the diocese. Since the Parochial Report and the Supplementary Report must be signed, most congregations will have to file them with the Diocese by fax (303-837-1311) or regular mail. If you have the ability to scan the completed, signed reports, you may save them to a file on your computer and e-mail them to rleaman@coloradodiocese.org.

Your timely completion of these reports will be a great help to the Diocesan Staff and to the Secretary of Convention. I want to thank you in advance for your cooperation and attention to these reports.

The 2005 Parochial Report and The Supplement to the 2005 Parochial Report

Diocese of Colorado Instructions

Maintaining consistency of reporting within the diocese and the National Church is very important. Although the Line-by-Line Workbook and Instructions are very detailed and generally well explained, a minor adjustment and the breakout of detailed information in the Supplementary Report are necessary to satisfy the unique requirements of Colorado.:

Line 3 and Detail of Line 3: Unlike most dioceses, in Colorado, our congregation assessments are based upon plate offerings, pledge payments and regular support (commonly called Plate & Pledge) only. Therefore, we have a need to keep this line item “pure” so as to include only those items upon which your pledge to the diocese is normally calculated. Accordingly, the workbook instructions that provide for “All donations ‘restricted’ for operating purposes, e.g., donations for flowers (and other similar designations)...” to be included on this line are modified for Colorado. **We request you put donations to the “flower fund” and similar designated items on line 5 instead of line 3.** These will not normally be material amounts and so will not distort national statistics, but the relocation will allow us to use line 3 of the report in the manner intended by our canons.

“**Restricted giving**”, meaning pledges and other regular support that is restricted to local use, not to be shared with the diocese or the national church, is to be **included on Line 3**, but will be **broken out in the Supplement to the Parochial Report**.

Line 12 and Detail of Line 12: We are one of the few dioceses that segregate pledges between the Diocesan Operating Budget and Regional Operations. Therefore, in order to avoid underreporting the overall support of the diocese for purposes of gathering national operating statistics, **we must include on this line the combined amount of your pledge payments to the diocese and the region. Again, we will ask you to detail and segregate this information in the Supplement.**

Affirmation of Safeguarding God’s Children policies: Now that the Church Pension fund had developed guidelines and educational materials to assist dioceses in adopting policies and training, and now that the Diocese of Colorado has adopted these policies and developed trainers and training programs for use throughout the diocese, these practices have now been mandated by our insurance policy, making it incumbent upon us to monitor the results of these efforts. For this reason, we ask that each congregation affirm or deny its adoption of the policies and affirm or deny its implementation. The results of this inquiry will be reported to the Standing Committee and the Chancellor.

**The Supplement
To The
2005 Parochial Report**

Church Name _____ **Location** _____

Detail of Line 3:

Plate, Pledge and Regular Support:

Unrestricted \$ _____

Restricted to local use only, not shared with the diocese or National Church _____

Restricted to local and diocesan use, not shared with The National Church _____

Total Plate, Pledge and Regular Support reported on Line 3 of the Parochial Report \$ _____

Detail of Line 12:

Diocesan Assessment/Pledge Paid \$ _____

Regional Contribution/Pledge Paid _____

Additional Contribution to the region directed to projects and/or redirection of funds withheld from the Diocese _____

Total to diocese for assessment, apportionment or fair share as reported on Line 12 of the Parochial Report \$ _____

Affirmation of Safeguarding God's Children Policies: (Circle Yes or No)

The Congregation has adopted "The Diocesan Policies for Parish Ministries with Children or Youth" Yes or No

The Congregation is in compliance with those policies Yes or No

Affirmation Certified by the Rector/Vicar/Priest in Charge and Senior/Bishop's Warden:

Name of Priest (Printed or Typed)

Name of Warden (Printed or Typed)

Signature of Priest

Signature of Warden

E-Mail Address

E-Mail Address

Financial Information Certified By Treasurer/Principal Financial Officer:

Name (Printed or Typed): _____

Signature _____ Date _____

E-Mail Address: _____