



*The Episcopal Diocese
of West Texas
The Bishop Jones Center*

INSTRUCTIONS FOR 2011 PAROCHIAL REPORT

TO: Those who fill out Parochial Reports

FROM: Barbara Baugh

DATE: December 28, 2011

Enclosed in this packet are several very important items regarding the 2011 Parochial Report which is due in the office of the Diocese of West Texas by **February 1, 2012**. They are:

- Diocesan supplemental information pages
- Letter from General Convention
- Card with UIED and PIN numbers – **Keep this card – The numbers will not change**
- The 2011 Report of Episcopal Congregations and Missions (Parochial Report)
- Audit by Committee packet for those churches with less than \$600,000 on Line A of 2010 Parochial Report

Please read the instructions that have been provided carefully before beginning. You will notice that again this year the packet does not include the workbooks that have been provided in the past. These are now available online and the download instructions are in the letter from the General Convention office. The one significant change made last year in the Parochial Report form is an additional page for information on ordained clergy who serve your congregation (priests and deacons). You are asked to enter this information again this year. You will enter the names of all of the ordained clergy who serve on a regular basis. **Please note: Your due date for the report is February 1, not March 1 as stated in their letter.**

All Parochial Reports must be filed online as well as sent to the Diocese. As in previous years, the preferred method of filing the Parochial Report is online to avoid duplication of efforts. When complete, simply print, sign and send to the diocese. You may begin filing online on January 4, 2012. If you choose to complete by hand, you must sign, keep a copy for your records and return the original to me at the diocese by 2/1/12. Then enter the information online to complete the process.

MEMORANDUM
December 28, 2011

For the physical address use your actual street number and zip code rather than the intersection of two streets. You will need the UIED number and PIN number for your church. There is a card included in your packet containing this information. Save this card because these numbers remain the same from year to year. If you need assistance in putting your report online, please call me.

Here are a few quick tips to assist you:

- **Do not forget to obtain the appropriate signatures on the first page of the report.**
- Federal Tax I.D. No. – Your congregation should have this number which is issued to churches as well as to businesses for identification of employers. If you do not have one, you need to apply for one.
- **Do NOT report in dollars and cents. ROUND OFF TO THE NEAREST DOLLAR.**
When you file online, this is done for you automatically.

Please note that there are 9 additional items enclosed in this mailing. The brief, but important Diocesan reports, must be completed and mailed with your Parochial Report:

1. Instructions for filing online
2. Salaries for 2012
3. Diocesan Stewardship Statistics for 2012
4. Church Officials for 2012
5. Vestry or Bishop's Committee for 2012
6. Certification of Insurance
7. Instructions for Audit Committee Team Members
8. Necrology form – **Please note that from now on we will report on deaths in the previous calendar year rather than from Council to Council – this will be for the year 2011.**
9. Worker's Compensation Payroll Audit

Good Luck!!! If you need assistance, call me, 888/210-824-5387.

ONE FINAL TIME: ALL PAROCHIAL REPORTS ARE DUE IN THIS OFFICE NO LATER THAN FEBRUARY 1, 2012. *From Diocesan Canon 1, Section 1a – “No clergy person shall be entitled to vote (in the Annual Diocesan Council) unless the Parochial Report required of him/her has been received by the Bishop.”*

By the way, it is now possible to view and print an 11-year trend chart that displays average Sunday attendance, active baptized members and plate and pledge gifts for your congregation. For instructions, see the letter from the General Convention office or call me.

Peace,

Barbara L. Baugh