



MEMORANDUM

January 5, 2012

TO: Rectors/Vicars, Administrators, and Treasurers

FROM: Ann V. Talty, Governance Officer

RE: Parochial Reports for 2011

Enclosed are parochial report materials. There are a few things I want to stress with you about filing:

1. The deadline for the filing of parochial reports in the diocesan office is **March 1**. You may request an extension of up to one month in writing. **Despite any instructions to the contrary from the National Church, you must send me a signed paper copy of the parochial report by the deadline.**
2. When you file electronically, you will see an option to print out the final copy. Please do that, have it signed and send it in. **We do require a paper copy.** If you are not equipped to file electronically, we will do it for you. It would be helpful to put a note on the report that you have not filed it electronically to draw it to our attention.
3. You will need to have your assigned ID number and PIN number. That is included in the cover letter from the National Church.
4. Please note that we have some of our own diocesan attachments. The Committee on Human resources will be making use of the data on the compensation forms, which have been somewhat simplified, and we appreciate your cooperation in filling them out. These forms can be submitted online by following the "Online Form" links at <http://www.edow.org/for-parishes/administration/parochial-reports> (all documents and instructions are listed there as well). There are four forms:
 - (a) The attendance for the four key Sundays for 2011 (delegate apportionment is based on this);
 - (b) Clergy compensation for 2012;
 - (c) Lay compensation for 2012; and
 - (d) Musician compensation for 2012.

Please fill them out and return them with your parochial report. If you have filed online, please write "FILED ONLINE" and include with your report.