



---

## Parochial Report Filing for 2020

---

Dear [church name]:

I and my colleagues in the General Convention Office are inspired by and grateful for the creative and faithful ways you and the other congregations of The Episcopal Church have responded to meet the enormous challenges of the pandemic. I'm sure that filling out the annual Parochial Report is far from the top of the list among the many demands on you.

This year there is a special edition of the Parochial Report, and rather than a burden, I hope it will be an occasion to pause and reflect upon the mazing ministry you have accomplished amid the most difficult circumstances many of us have faced. So, to see how congregations are responding to the pandemic while living into such continuing priorities as racial reconciliation, you will notice that there are new questions for 2020. These questions provide an opportunity to tell the story of the inspiring ministry and determination of this year.

The information you provide is valuable: it shares your stories with the whole church, provides an informed context to mission planning, and affords us all an opportunity to thank God for the many blessings that occur even in a time of great challenge. Thank you for your leadership and for your service.

In the peace of this holy season,

The Rev. Canon Michael Barlowe  
Secretary of the General Convention and Executive Officer  
The Episcopal Church

### **Important Information:**

Filing of the 2020 Parochial Report opens January 2, 2021.

To begin preparing for the upcoming filing year, downloadable forms and instructions are available on the Episcopal Church website at:

<https://www.episcopalchurch.org/research/forms-and-instructions>

There you will also find a video tutorial and detailed instructions.

A reminder that reports are filed online at: <https://reports.dfms.org> using your previous login information from last year (email address and unique password). If you did not file online last year and need help accessing the filing website, contact your diocesan office for help.

Please note that the canonical deadline to submit your reports to your diocese is **March 1, 2021**. However, please check with your diocese for particular diocesan requirements. The final canonical deadline to the Office of the General Convention is May 1, 2021.

If you have questions about the Parochial Report, please email: [pr@episcopalchurch.org](mailto:pr@episcopalchurch.org)

Reminder: Late reports are accepted but will not be reflected online. Please make sure your report is completed by the canonical deadlines. Thank you!

### **Looking Ahead: Counting Online Worship**

One of the adaptations churches have made in this time is to offer some (or even all) of their worship in an online platform. The 2020 report just asks about services offered online. In order to provide more detailed data in 2021, below please find some guidance for how to count that attendance.

#### **Overall**

Count online participants separate from in person worship. If you have in person worship that is also streamed, enter two counts for that service, those in the building and then those online. It is recommended that you count views within 24 hours of the broadcast. Given that online worship is often an entry point or initial connection for stewardship as well, it is also recommended that you track online donations (“giving units”) separately from standard pledging units. Going forward this information will provide helpful financial trend data for congregations, dioceses, and the whole Church.

#### **Worship Counting by Platform**

##### **Zoom**

Count participant devices that are logged in:

<https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports>

##### **Facebook, Instagram, Vimeo, and YouTube**

Count views (longer than one minute) by device:

<https://www.facebook.com/help/1443647412620316>

<https://www.facebook.com/help/instagram/551909181643223>

<https://vimeo.com/analytics>

<https://support.google.com/youtube/answer/9002587?hl=en>

And remember: If you have questions about the Parochial Report, please email: [pr@episcopalchurch.org](mailto:pr@episcopalchurch.org)