



December 7, 2015

Dear Rectors, Vicars and Priests-in-Charge of The Episcopal Church:

The annual Parochial Report has long played a major role as the Church reviews and plans its mission and ministry, and I am grateful for the considerable effort you and your leadership put into its careful preparation.

- The 78<sup>th</sup> General Convention adopted refinements to the Parochial Report. This mailing includes the revised 2015 Parochial Report forms, filing information and a brief instruction sheet. More detailed instructions and the workbooks are online, at: <http://www.generalconvention.org> under “Useful Links--Parochial Reports.”
- The Parochial Report form asks for information on priests and deacons who serve your congregation on a regular basis. You need not list supply clergy by name (other than long-term supply), but please indicate who leads worship if you do not have permanent or interim clergy leadership.
- As always, please check the address that is printed on your Parochial Report form and correct it, if needed. For the physical address, please use your actual street number and zip code rather than the intersection of streets at your location.
- To file your Parochial Report, you will need your Universal Episcopal Identifier (UEID) and Personal Information Number (PIN). These numbers are printed on an enclosed card. When you are ready to file, go online to <http://pr.dfms.org> and enter your UEID and PIN. *If you do not have Internet access and cannot file online, please send your completed paper form to your diocesan office.*
- The General Convention Office works closely with the Office of Congregational Research to help you use the information you have provided. To view and print an 11-year trend chart of several important statistics, go to <http://www.episcopalchurch.org/research> and click on *Studying Your Congregation and Community*.
- You can file online beginning January 4, 2016. The filing deadline for most dioceses is March 1, 2016, but you should check with your diocese for particular diocesan requirements. For assistance or questions, please call the Office of Congregational Research at +1-800-334-7626 x6187.

Faithfully, and with gratitude,

**The Reverend Canon Dr. Michael Barlowe**

*Executive Officer*

*The Episcopal Church Center + 815 Second Avenue + New York, NY 10017 USA*