



Diocese of Rupert's Land

Anglican Centre

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Memorandum December 28, 2009

TO: Incumbents, Wardens, & Chairs of Parish Vestries/Councils
FROM: Margaret Clarke, Secretary of Synod

Enclosed in this mailing are the annual year-end forms. Please complete them following the parish Annual General Meetings and return them to Anglican Centre by March 15, 2009.

The forms included in this mailing are:

1. Certificate of Election of Lay Delegates & Church Wardens for 2010 (two page, back to back)
2. Parish Officers & Staff (two page, back to back)
3. 2009 Parish Demographic Statistics
4. 2009 Accumulated Study Leave Form (For Parish clergy to complete)

The following Annual Forms were sent to the Parish Corporation on December 9, 2009 and are to be completed and returned to Anglican Centre following your parish Annual General Meeting. They included:

1. The Annual Parish Financial Statement Summary
2. The Annual Insurance Report
3. The Clergy Compensation Information

Forms are often viewed as "bureaucratic make-work". However, these forms do have several important purposes and benefits for the Parish, the Diocese and our National Church. These include:

- ✓ ensuring that future information goes to appropriate persons;
- ✓ assisting in parish demographic evaluation;
- ✓ compliance with the requirements of National Church informational needs;
- ✓ assisting with the diocesan budgeting process;
- ✓ ensuring our database is up-to-date with the correct information on parish staff and officers.

You will also find a form to assist your wardens in carrying out a parish building(s) inspection.

Thank you in advance for taking the time to respond in a timely manner.

Yours in faith,

Margaret Clarke
Secretary of Synod

Enclosures