



## Diocese of Rupert's Land

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January 4 , 2021

To: Incumbents, Wardens, Treasurers & Chairs of Parish Vestries/Councils

Enclosed in this mailing are the annual year-end forms. With our first on-line Synod this year, the importance of the accurate completion and timely return of these forms became very evident. Our office processes the forms for over 70 parishes. It is not possible for us to contact people individually to confirm their information so we are relying on you to make sure the information submitted is as current as possible. It is also important that people notify you when they have changes and that is relayed to us. All forms can be returned either by email to [general@rupertsland.ca](mailto:general@rupertsland.ca) or by mailing to the address above. More information regarding on-line AGM's will be sent out in January.

**The following forms must be completed following the parish Annual General Meeting and submitted to the Diocesan office by April 12, 2021.**

1. Certificate of Election of Church Wardens & Lay Delegates for 2021
2. Parish Officers & Staff 2021
3. Annual Parish Demographic Statistics for 2020
4. Lay Readers/Lay Administrants/Reserved Sacraments/Ministry to the Sick authorized in the Parish
5. Accumulated Study Leave Form (for clergy to complete)
6. Children/Vulnerable Adult's Ministries Safety Check Form
7. Certificate of Clergy Compensation **(THIS WAS SENT TO TREASURERS AND WARDENS IN MID-DECEMBER)**
8. The Annual Parish Financial Statement Summary including the Annual Insurance Report

You are not being asked to complete the General Synod representation form this year – the National Church has advised that they do not require it.

The Diocese is asking that parish maintain their Common Ministry and Mission 2021 contributions at the 2020 level if possible. You will **NOT** be receiving the usual forms with the calculations this year.

These forms are important tools for effective communication throughout the diocese and we appreciate you taking the time to complete them as accurately as possible

Thank you in advance for responding in a timely manner.

Yours in faith,

Bob Wedlake, Secretary of Synod