



Diocese of Rupert's Land

Anglican Centre

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Memorandum December 22, 2011

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, 2012.

The forms included in this mailing are:

1. Certificate of Election of Lay Delegates & Church Wardens for 2012 (two page, back to back)
2. Parish Officers & Staff (two page, back to back)
3. 2011 Parish Demographic Statistics
4. 2011 Accumulated Study Leave Form (For Parish clergy to complete)
5. Children/Vulnerable Adult's Ministries Safety Check Form

The following forms were sent to your treasurer/corporation in the mailing to Treasurer's at the end of November 2011.

6. The Clergy Compensation Information (due back as soon as possible)
7. The Annual Parish Financial Statement Summary (sent to your treasurer in November 2011)
8. The Annual Insurance Report (sent to your treasurer in November 2011)

The Common Ministry and Mission 2012 Contributions form (proposed and final) was sent to the Parish Corporation in a November mailing from Bob Clarkson, Chair of the Budget Committee. The final form is to be returned no later than March 1, 2012.

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