



The Diocese of Long Island

The Episcopal Church in
BROOKLYN ■ QUEENS ■ NASSAU ■ SUFFOLK

TO: See Distribution List Below

DATE: December 5, 2011

SUBJECT: Parochial Reports for the Year Ended December 31, 2011

The 2011 Parochial Reports, together with filing instructions, will be mailed this week directly from the General Convention Office (in regular #10 envelopes) together with a cover letter and card containing the UEID number and password (PIN) required for electronic filing. (These numbers are the same as in prior years.) The workbooks can be obtained at <http://generalconvention.org> (click on Parochial Reports on the left side, and then click on Download Workbooks and Instructions). (Reports and instructions are also available in Spanish and French at this same site.) Instructions for on line filing (which begins January 4) are contained in the General Convention cover letter. Of course, my office is available to assist you should you have any questions. Please feel free to contact Fran Monaco (at 516-248-4800, x45 or via email at fran@dioceseli.org).

The one significant change made last year in the Parochial Report form was an additional page for information on ordained clergy who serve your congregation (priests and deacons). Please enter the names of all ordained persons who serve your congregation on a regular basis. Supply clergy do not need to be included.

As you know, electronic filing has been mandatory since 2000. Accordingly, all reports are to be filed on line by the reporting congregation. The diocesan office can access reports remotely thereby enabling it to monitor compliance. Each church should retain a signed copy of the report for its files and attach a copy to the minutes of the vestry meeting at which it is approved. It is not necessary to send a copy to the diocesan office and please do not send copies to the General Convention office in New York City.

The canonical date for report filing to the diocese is **March 1, 2012**. Your attention to this critical deadline would be most appreciated.

Congregations with parochial report delinquencies for 2010 and/or previous years should remember that, unless filed prior to the November 2012 Diocesan Convention, report delinquencies will result in a forfeiture of lay delegates' seating and voting rights at Convention. We hope those congregations with delinquencies will give their immediate attention to this matter.

January Workshops

Two parochial report preparation workshops are scheduled for Saturday, January 7th and Wednesday, January 11th (registration deadline January 3). Please refer to the [attached document](#) which contains the details. Registration forms can be obtained at www.mercerschool.org. Forms should be mailed to Mercer School of Theology, 65 Fourth Street, Garden City, NY 11530 OR faxed to 516-248-4883. Questions regarding registration should be directed to the Mercer School at 516-248-4800, ext. 40 or mercerooffice@dioceseli.org. This is a wonderful workshop that goes beyond the mechanics of the report filing and can assist in assessing a congregation's financial health. Please recommend it to those who have such an interest.

Distribution List:

Rectors, Priests-in-Charge
Wardens, Treasurers, Vestry Clerks
Parish Administrators

The Right Reverend Lawrence C. Provenzano, *Bishop*

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