January 30, 2019

Dear Clergy, Wardens and Parish Administrators:

**Re: Parochial Reports**

As soon as possible after your parish completes its Annual Vestry meeting, the attached forms will need to be completed:

1. Parochial Elections and Appointments for 2019;  
   (*Please note that the minimum age for Youth Delegates to Synod is 15 years and the maximum is 25 years, however, parishes are to make every effort to ensure that there is no nominee who is under 21 before considering those between 21 and 25)*
2. Program Contacts for 2019;
3. Parochial Statistics for year end 2018
4. Screening in Faith Compliance Parish Report for year end 2018

It is also required that a copy of your Parish’s Annual Report 2018 (as prepared for your Annual Vestry Meeting) be submitted along with these forms. It is hoped that all these forms can be submitted electronically in 2019, but you are also welcome to print, complete and mail in your submissions. **Your completed reports should arrive in the Synod Office by March 15, 2019 at the latest.**

Upon completion, send one copy to:

* Synod Office Attention: Rachel Taylor,
* your Regional Dean
* your Regional Archdeacon

The information contained in the forms will allow the Synod Office to register the delegates from your parish for Diocesan Synod which takes place on May 24 – 25, 2019.

Additionally, the information will be used to update the diocesan database, to report to the General Synod Office, to communicate with the appropriate people in your parish and to produce a new Diocesan Directory. The information from your parochial reports will also be used to send out information on the Wardens and Treasurers Day which is being held on Saturday, April 27th 2019.

In accordance with the BC Personal Information Protection Act and the Diocese of New Westminster Privacy Policy, please obtain permission from the people whose personal information you are providing.

Copies of these forms can also be downloaded from the Diocesan website:

<http://www.vancouver.anglican.ca/diocesan-resources/parish-reports>

The statistics page is the same as was requested in previous years, and includes the gathering of attendance statistics for four particular days throughout the past year (Easter Sunday, Pentecost, the 2nd Sunday of September and Christmas Eve / Day.) These statistics are gathered on behalf of the General Synod of the Anglican Church of Canada, and are used to calculate the number of lay and clergy delegates which the diocese will be entitled to send to future General Synods.

Those of you who are Parish Administrators and who attended our gathering in September 2018 might remember that we proposed to implement a website based form to collect this information. Unfortunately that system is still a work in progress but we’re looking forward to introducing it next year!

Thank you very much for your attention to this necessary task. We appreciate the time and care you put into it and look forward to receiving the forms **by March 15, 2019** to:

[rtaylor@vancouver.anglican.ca](mailto:rtaylor@vancouver.anglican.ca)

or by mail: Rachel Taylor, Diocese of New Westminster

1410 Nanton Avenue

Vancouver, BC V6H 2E2

If you have any questions or require assistance then please contact me at 604-684-6306 ext. 220, or by e-mail.

Yours,

Rachel Taylor

*Administrative Assistant*

***Forms to be returned:***

*Elections and Appointments for 2019*

*Program Contacts for 2019*

*Parochial Statistics for year end 2018*

*Screening in Faith Compliance Parish Report for year end 2018*

*plus copy of Parish Annual Report for 2018*