



December 5, 2016

Dear Rectors, Vicars and Priests-in-Charge of The Episcopal Church:

The annual Parochial Report has long played a major role as the Church reviews and plans its mission and ministry, and I am grateful for the considerable effort you and your leadership put into its careful preparation.

- The 2016 Parochial Report forms are now online. For paper forms to assist with online filing, along with a brief instruction sheet and more detailed line-by-line workbooks go to: <http://www.episcopalchurch.org/page/parochial-report> under “2016 Parochial Report.”
- As always, please check the mailing address that is printed on the enclosed card and correct it when you file online, if needed. For the physical address, please use your actual street number and zip code rather than the intersection of streets at your location. No mail will be sent to the physical address listed (unless it is the same as the mailing address).
- The Parochial Report form asks for information on priests and deacons who serve your congregation on a regular basis. You need not list supply clergy by name (other than long-term supply), but please indicate who leads worship if you do not have permanent or interim clergy leadership.
- To file your Parochial Report, you will need your Universal Episcopal Identifier (UEID) and Personal Information Number (PIN). These numbers are printed on the enclosed card. When you are ready to file, go online to <http://pr.dfms.org> and enter your UEID and PIN. *If you cannot file online, please download and complete a paper form and send it to your diocesan office.*
- The Office of the General Convention works closely with the Office of Congregational Research to help you use the information you have provided. To view and print an 11-year trend chart of several important statistics, go to <http://www.episcopalchurch.org/research> and click on *Studying Your Congregation and Community*.
- You can file online beginning January 2, 2017. The filing deadline for most dioceses is March 1, 2017, but you should check with your diocese for particular diocesan requirements. For assistance or questions, please call the Office of Congregational Research at +1-800-334-7626 x6187.

Faithfully, and with gratitude,

The Reverend Canon Dr. Michael Barlowe

Executive Officer

The Episcopal Church Center + 815 Second Avenue + New York, NY 10017 USA