



December 5, 2017

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

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

- The 2017 Parochial Report forms are now online. For printable 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 “2017 Parochial Report.”
- 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 User ID [also known as Unique Episcopal Identifier (UEID)] and Personal Information Number (PIN). You can find these numbers on the enclosed card. When you are ready to file, go online to <http://pr.dfms.org> and enter your User ID (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 can help you use the information you have provided. You should be aware that your report must be filed before the deadline in order for your data to be included in the statistics, 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, 2018. The canonical filing deadline is **May 1, 2017**, but you should check with your diocese for particular diocesan requirements. For assistance or questions, please contact Iris DiLeonardo at pr@episcopalchurch.org or 212-716-6159.

Faithfully, and with gratitude,

The Reverend Canon Dr. Michael Barlowe
Executive Officer

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