



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

22 January 2021

Sent to all clergy, Churchwardens, PCC Secretaries and administrators
cc: Archdeacons

Dear PCCs and Clergy

Annual Timeline – Parish Returns

In my letter to you dated 18 December 2020, I promised I would send parishes a timetable, setting out when the various statistical parish returns are expected throughout the year.

The timetable is now attached, and I hope this helps you in your planning.

Due to the COVID-19 pandemic, please be aware that these dates could potentially change although I know the national Church would like to return to its pre COVID-19 schedule of submissions.

Please note that the timing of the return of the Church Development Tool (previously known as "The Big Church Survey") is currently uncertain. I will send you further information on this as soon as I have clarity.

Please be aware that we are making it a priority this year to check, update and maintain the database system we use for all the personal records we hold across the diocese. We have more than 4,000 records on file and it is essential that the details kept are accurate and up to date. The system we use is called Contact Management System (or 'CMS'). You will see on the attached timeline that in August, it is hoped that we will hold a "CMS place audit". This will allow parishes to confirm the numerous and various posts people hold in their parishes. It would be an online process, by invitation. Could I ask that if you receive an auto-generated email from the CMS, that you please click on its link and confirm/change the details. This will enable the database to be kept up to date, in real time and hold its integrity.

If you have any questions or queries about this, or any other data-related matters, please do not hesitate to get in touch with me or the team - Lorna Todd and Alison Barker - by emailing statistics@cofesuffolk.org

Once again, thank you for all that you continue to do for your church and our diocese in difficult circumstances, it is very much appreciated.

Kind regards

Anna Hughes
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