

Information Requests to Parishes 2022

What we need to collect:

1. Statistics for Mission
2. Parish Finance Return
3. Energy Footprint tool
4. Annual Report and Accounts
5. Electoral Roll Certificate (in accordance with Church Representation Rules)
6. Archdeacons' Articles of Enquiry
7. Church Development Tool

1-3. submitted via the National Church via the Online Parish Returns Portal

Timeline:

When?	What?	To/by whom?	How to return data?
Start of January	<ul style="list-style-type: none"> • Statistics for Mission request sent 	Via email to all churchwardens, PCC secretaries and administrators	
Mid-January	<ul style="list-style-type: none"> • Reminder to complete Statistics for Mission 	Via email to all churchwardens, PCC secretaries and administrators. A copy of the online document will be included.	Submit via the online Parish Returns Portal*
31 January	FINAL DEADLINE FOR 2021 PARISH SHARE PAYMENTS		By cheque or BACS to the DBF
31 January	Deadline for Statistics for Mission		Submit via the online Parish Returns Portal*
1 st week February	<ul style="list-style-type: none"> • Annual return of Parish Finance/Annual Report and Accounts notice sent 	Via email to all treasurers, churchwardens, PCC secretaries and administrators. A copy of the online document will be included.	Submit via the online Parish Returns Portal*
Opens February	<ul style="list-style-type: none"> • Request for Energy Footprint data 	Via email to all churchwardens, PCC secretaries and administrators.	Submit via the online Parish Returns Portal*
Last week Feb	<ul style="list-style-type: none"> • Request for Articles of Enquiry 	Document mailed to all churchwardens, PCC secretaries and administrators. A	Submit via email to statistics@cofesuffolk.org or hard copy



		hard copy of the document can be available upon request from Alison Barker (details below)	to the Diocesan Office (4 Cutler Street, Ipswich, IP1 1UQ)
1 st week March	<ul style="list-style-type: none">Request Electoral Roll figures (these should be received after the APCM)Liaise with those who have not returned Statistics for Mission	Via email to all churchwardens, PCC secretaries and administrators. Electoral Roll Certificate to be signed and completed**	Submit via email to statistics@cofesuffolk.org or hard copy to the Diocesan Office (4 Cutler Street, Ipswich, IP1 1UQ)
Last week of April	<ul style="list-style-type: none">Reminder to complete: Return of Parish Finance form / Energy Footprint Tool / provide Annual Report and Accounts / Electoral Roll Certificate / Articles of Enquiry	Via email to all incumbents, churchwardens, treasurers, PCC secretaries and administrators	
End of April / early May	<ul style="list-style-type: none">Request for Church Development Tool data	Further details to be sent when more is known.	Via A Church Near You website.
31 May 2022	<ul style="list-style-type: none">Deadline for Annual Report and AccountsDeadline for Articles of Enquiry		Either emailed to statistics@cofesuffolk.org or hard copy to the Diocesan Office (4 Cutler Street, Ipswich, IP1 1UQ)
From early June	<ul style="list-style-type: none">Liaise with those who have not submitted returns	Via the diocesan office	
18 June	<ul style="list-style-type: none">Deadline for Return of Parish Finance form		Submit via the online Parish Returns Portal*
September 2022	<ul style="list-style-type: none">Deadline for Energy Footprint		Submit via the online Parish Returns Portal only*
1 July	<ul style="list-style-type: none">Deadline for Electoral Roll certificate		Either emailed to statistics@cofesuffolk.org or hard copy to the Diocesan Office (4 Cutler Street, Ipswich, IP1 1UQ)



July	<ul style="list-style-type: none">Undertake CMS audit	Informed via email to all churchwardens, PCC secretaries and administrators	To check/update CMS. To gain access, please email: cmssupport@cofesuffolk.org
End of 2022	Deadline for a Church Development Tool to be submitted		Via A Church Near You website.

N.B. Reminders will be sent with an offer of support to those from whom responses have not been received.

*Preference is to submit information via the online portal. If you need assistance either with forgotten passwords or new access to the online portal, please email Alison at statistics@cofesuffolk.org However, if this isn't an option, please post returns to the diocesan office, 4 Cutler Street, Ipswich, IP1 1UQ.

** the certificate can be found at the following webpage: [Diocese of St Edmundsbury and Ipswich | Parish returns \(cofesuffolk.org\)](https://www.co fesuffolk.org/parish-returns)

If you need any clarification or assistance, please do contact either Lorna or Alison on the details below.

With best wishes for 2022.

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