

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? |
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| 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 |
| 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* |
| Last week Feb | <ul style="list-style-type: none"> • Request for Articles of Enquiry | Document mailed to all churchwardens, PCC secretaries and administrators. A hard copy of the document can be available upon request from Alison Barker (details below) | Submit via email to statistics@cofesuffolk.org or hard copy to the Diocesan Office (4 Cutler Street, Ipswich, IP1 1UQ) |



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| 1 st week March | <ul style="list-style-type: none">Request Electoral Roll figures (these should be received after the APCM) | 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) |
| 20 th March | EXTENDED DEADLINE FOR STATS FOR MISSION | | Submit via the online Parish Returns Portal* |
| Last week of April | <ul style="list-style-type: none">Reminder to complete: Return of Parish Finance form / 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 | |
| 28 June | <ul style="list-style-type: none">Deadline for Return of Parish Finance form | | Submit via the online Parish Returns Portal* |
| 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) |
| Opens June/July | <ul style="list-style-type: none">Request for Energy Footprint data | Via email to all churchwardens, PCC secretaries and administrators. Further details to be sent when more is known. | Submit via the online Parish Returns Portal* |
| 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 |



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| September 2022 | • Deadline for Energy Footprint | | Submit via the online Parish Returns Portal only |
| 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.cofesuffolk.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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