



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

10 January 2022

Sent to all clergy, churchwardens, PCC secretaries and administrators
cc: Archdeacons

Dear PCCs and Clergy

Annual Timeline – Parish Returns

Firstly, happy new year to you and I do hope you had a wonderful Christmas with some time to relax and switch off.

As it is the start of a new year, please find attached a timetable which sets out when the various statistical parish returns are expected throughout the year which I hope helps in your planning.

The first parish return that is required is the Stats for Mission. This can be submitted through the online Parish Returns Portal. Each parish should have log on details for the portal but if you need help with access to it, please email Alison Barker at statistics@cofesuffolk.org. The deadline for this submission is **31 January 2022**.

In 2022 we will be continuing to work on the accuracy of the data we hold for parishes and volunteers. Thank you for all your help in 2021 in completing Contact Management System (CMS) audits. We will be repeating these audits in the summer and would ask you to encourage everyone who receives a CMS audit request to take part and complete the audit. Anyone with a role in the diocese has access to CMS and we would encourage you to log on so that you can personally update the data such as personal details, or information on behalf of your parish, ie a change of treasurer. If you wish to gain access to CMS, please email cmssupport@cofesuffolk.org. This will go through to either Nigel Cook or Alison Barker who will be able to give you a login and password.

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

Diocesan Secretary

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ
Tel: +44 (0)1473 298500 | Email: statistics@cofesuffolk.org | Website: www.cofesuffolk.org