

The Diocese of Moosonee

ANNUAL VESTRY RETURN FOR THE CURRENT YEAR of 2009

In accordance with Canon 22.9(c) this must be received by the Synod Office by no later than February 15, 2010.

Name of Parish \_\_\_\_\_
Address \_\_\_\_\_ City, Province \_\_\_\_\_
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_

In accordance with The Diocese of Moosonee Policy -52 "CONFIDENTIALITY and PRIVAY STANDARDS POLICY" and with PIPEDA - (Bill C-6) The Personal Information Protection and Electronics Documents Act COLLECTION RETENTION & DISPOSAL OF PERSONAL INFORMATION Section 5.(2):

A government institution shall inform any individual from whom the institution collects personal information about the individual of the purpose for which the information is being collected.

Please have all elected vestry members, including Incumbent, Assistant Curate, Honorary Priest Assistants, PWRDF representative and Youth Ministry Coordinator sign in the space provided beside their name. In providing your signature you are acknowledging the collection, use and disclosure of your personal information which is documented on your parish's 'ANNUAL VESTRY RETURN FOR THE CURRENT YEAR' and giving the consent to use your personal information for the purpose of collating this information into booklet form. This booklet entitled "Listing of Parish Officers" will be distributed to every parish within the Diocese of Moosonee for the sole purpose of providing a resource tool to aid in the performance of their various ministries in an administrative capacity. If you choose to decline in providing consent, which is your right to do so, your name will be listed but not your personal information.

Please have your "DCIP Delegate and "DCIP Alternate" sign in the space provided to give consent for the following. By signing you are acknowledging the collection, use and disclosure of your personal information which is documented on your parish's 'ANNUAL VESTRY RETURN FOR THE CURRENT YEAR" and giving authorization to the Diocese of Moosonee Synod Office staff, DCIP Committee and any necessary third party for the release and exchange of your personal information for the purpose of furthering the ongoing ministry and business of DCIP.

INCUMBENTS AND CLERGY PERSONNEL

Incumbent \_\_\_\_\_ Signature: \_\_\_\_\_

Assistant Curate \_\_\_\_\_ Signature: \_\_\_\_\_

Honorary Priest Assistants \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Vocational Deacons \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

**OTHER PERSONNEL**

**Rector's Warden**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**People's Warden**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**Deputy Rector's Warden**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**Deputy People's Warden**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**Treasurer**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**Vestry Clerk**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**OTHER PARISH OFFICERS OR LEADERS**

**PWRDF REPRESENTATIVE**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature: \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**YOUTH MINISTRY CO-ORDINATOR OR CONTACT PERSON**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature: \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**OTHER**

Title \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature: \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

**OTHER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
PO Box \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_

Signature: \_\_\_\_\_  
City, Province \_\_\_\_\_  
Email Address \_\_\_\_\_  
Work Phone # \_\_\_\_\_

## 2009 - FINANCIAL INFORMATION

### CLOSING BALANCES FROM PREVIOUS YEAR

1	Current Operating Account		1
2	All other extra Parochial Accounts (ie: specific groups/building/memorial funds/special funds)		2
3	<b>Total of All Parish Accounts carried into CURRENT YEAR (Lines 1 &amp; 2)</b>	<b>\$ -</b>	<b>3</b>

### PARISH INCOME - CURRENT YEAR

4	Open offerings/Envelopes/Gifts/Bequests/Miscellaneous/etc.		4
5	Endowment/Investments/Memorial/GST Rebate/Rent for Operations		5
6	Parish Organizations for Operations		6
7	Wider church Grants (Joint ACC/UCC Ministries)	-	7
8	<b>Subtotal (Lines 4 through 7)</b>	<b>-</b>	<b>8</b>

### OUTREACH - CURRENT YEAR

9	PWRDF/MacKenzie Bursary/Food Bank/etc.	-	9
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### CAPITAL PURPOSES - CURRENT YEAR

11	Loans and Mortgages (Bank/Anglican Foundation/Other)	-	11
12	Parish Organizations	-	12
13	Diocesan Grants/Loans	-	13
14	<b>Subtotal (Lines 11 through 13)</b>	<b>-</b>	<b>14</b>

15	<b>TOTAL INCOME FOR CURRENT YEAR (Lines 8, 9 and 14)</b>	<b>\$ -</b>	<b>15</b>
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### PARISH EXPENSES - CURRENT YEAR

16	Honoraria and Lay Salaries	-	16
17	Operating Expenses for Church and Hall (not including Insurance)	-	17
18	Rectory Utilities (Heat/Light/Basic Telephone)	-	18
19	Other Rectory Costs (Maintenance/Taxes/Grounds/etc.)	-	19
20	Other Parish Expenses (Postage/Supplies/Program/Synod Delegates/etc.)	-	20
21	<b>Subtotal (Lines 16 through 20)</b>	<b>-</b>	<b>21</b>

### PAID TO DIOCESE - CURRENT YEAR

22	Payments towards Stipend for Current Year	-	22
23	Diocese Support Fund for Current Year	-	23
24	Insurance (Church/Hall/Rectory) for Current Year	-	24
25	Moving Fund for Current Year	-	25
26	Arrears from Previous Years	-	26
27	<b>Subtotal (Lines 22 through 26)</b>	<b>-</b>	<b>27</b>

### OUTREACH - CURRENT YEAR

28	PWRDF/MacKenzie Bursary/Food Bank/Anglican Appeal/etc.)	-	28
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### CAPITAL - CURRENT YEAR

30	Major Capital Expenses (not repairs or maintenance)	-	30
31	Loan Repayments	-	31
32	<b>Subtotal (Lines 30 and 31)</b>	<b>-</b>	<b>32</b>

33	<b>TOTAL EXPENSES FOR CURRENT YEAR (Lines 21, 27, 28 and 32)</b>	<b>\$ -</b>	<b>33</b>
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34	<b>RECONCILED TOTALS (add line 3 and 15 less 33)</b>	<b>\$ -</b>	<b>34</b>
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### CLOSING BALANCE FROM CURRENT YEAR

35	Current Operating Account	\$ -	35
36	All other extra Parochial Accounts (ie: specific groups/building/memorial funds/special funds)	-	36
37	<b>Total of All Parish Accounts at end of YEAR (Agrees to line 34)</b>	<b>\$ -</b>	<b>37</b>

**2009 - STATISTICAL INFORMATION**

**POPULATION**

- a Number of INDIVIDUALS on Parish Rolls (Those who look to the parish for ministry) \_\_\_\_\_ a
- b Number of INDIVIDUALS 'eligible' to receive Communion on Parish Rolls \_\_\_\_\_ b
- c Number of Regular Attenders on Parish Rolls \_\_\_\_\_ c
- d Number of Identifiable 'Regular' Givers (Income Tax Receipts Issued or clearly known) \_\_\_\_\_ d
- e Average Sunday (or Main Weekday) Attendance (Present for any part) \_\_\_\_\_ e
- f Total Sunday (or Main Weekday) Attendance for previous year \_\_\_\_\_ f
- g Total Attendance at ALL Liturgies (Eucharist, Morning/Evening Prayer, Wedding, Funerals, etc) \_\_\_\_\_ g

**CHURCH SCHOOL**

- h Number of Schools \_\_\_\_\_ h
- i Number of Teachers \_\_\_\_\_ i
- j Number of Pupils \_\_\_\_\_ j

**PARISH RECORDS**

- k Number of Adults Baptized in Year \_\_\_\_\_ k
- l Number of Children Baptized in Year \_\_\_\_\_ l
- m Number Confirmed in Year \_\_\_\_\_ m
- n Number Received from other Communions in Year \_\_\_\_\_ n
- o Number of Marriages in Year \_\_\_\_\_ o
- p Number of Funerals/Burials/Memorial Services in Year \_\_\_\_\_ p

**ORGANIZATIONS GROUPS (Number of MEMBERS in each)**

- q Anglican Church Women \_\_\_\_\_ q
- r Other Women's Groups \_\_\_\_\_ r
- s Men's Groups \_\_\_\_\_ s
- t Other Parish Adult Group (Choir/Study Groups/Committees/Clubs) \_\_\_\_\_ t
- u Youth \_\_\_\_\_ u
- v Youth - Church Sponsored (Cubs/Brownies/etc.) \_\_\_\_\_ v
- w Adult - Church Sponsored (Seniors/AA/TOPS/etc.) \_\_\_\_\_ w

**SUNDAY (or Main Weekday) WORSHIP**

- x Number of Eucharists \_\_\_\_\_ x
- y Number of Morning Prayer/Morning Worship \_\_\_\_\_ y
- z Number of Evening Prayer \_\_\_\_\_ z

**REGULAR MID-WEEK PUBLIC WORSHIP**

- aa Holy Eucharists in Church Building \_\_\_\_\_ aa
- bb Morning Prayer in Church Building \_\_\_\_\_ bb
- cc Evening Prayer in Church Building \_\_\_\_\_ cc
- dd Other (Christmas/Good Friday/Remembrance Day/Hospitals/etc.) \_\_\_\_\_ dd

**LAY MINISTRIES (the same people may be counted in more than one category)**

- ee Number of Licensed Lay Readers \_\_\_\_\_ ee
- ff Number in Liturgical Ministries (Readers/Eucharistic/Choir Members/etc.) \_\_\_\_\_ ff
- gg Number in Other Ministries (Committee Members/Select Vestry/etc.) \_\_\_\_\_ gg

**SIGNATURES OF OFFICERS**

**DATE**

\_\_\_\_\_  
INCUMBENT

\_\_\_\_\_

\_\_\_\_\_  
RECTOR'S WARDEN

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\_\_\_\_\_  
PEOPLE'S WARDEN

\_\_\_\_\_

\_\_\_\_\_  
TREASURER

\_\_\_\_\_

# YOUR PARISH'S MINISTRY *(all parishes)*

What is your church's ministry to the local community? How are you making a difference?

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What were the goals of your parish for the past year?

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What are your church's accomplishments?

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What are your church's challenges?

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**Form to be returned to Synod Office by  
February 15, 2010**

revised December 18, 2009  
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