



## Anglican Diocese of Ottawa

February 08, 2024

### Annual Parish Information Documents

To: Incumbents, Priests-in-Charge, Churchwardens, and Treasurers

Once again it is time to prepare parish information documents about your parish (formerly known as the Statistical Returns Package). When filled out, these documents will contain current information about parish officers and other leaders as well as statistics and financial information from last year (2023). I am grateful to all those who give careful attention to these matters. Forms have been revised so please read both the forms and this letter very carefully.

You will find the following forms here:

<https://ottawa.anglican.ca/resources/for-parishes/>

- Form 1: Declaration of Parish Leaders for 2024
- Form 2: Safe Church Practice
- Form 3: Statistical Return for 2023

Note that at least one person elected as a Lay Member of Synod must be a churchwarden.

Unlike in the past, you do **not** need to submit the forms as ‘one package’.

Instead, note these deadlines:

- Send Form 1 and Form 2 within ten days of Vestry.
- Send Form 3 by March 31, 2024.

Clergy are required to review all forms carefully before submitting them, indicating by checkmarks that they are authorizing the information. Send forms to Ascension House at [admin@ottawa.anglican.ca](mailto:admin@ottawa.anglican.ca) or by mail to Patricia Myles, c/o Anglican Diocese of Ottawa, 71 Bronson Avenue, Ottawa, Ontario K1R 6G6.

1. **Form 1: Declaration of Parish Leaders 2024** Review Bylaw 5.07 (printed at the end of Form 1) and apply it to your most recent statistical data. Per Bylaw 5.07.2 at least one elected Lay Member must be a churchwarden. Parishes are encouraged to include a youth member in their election of Lay Synod Members. Alternate Lay Members must also be elected and included on this form.



## 2. Form 2: Safe Church Practice

## 3. Form 3: Statistical Return for 2023

Our diocese requires the recording of in-person worship attendance in the Parish Vestry Book. In addition, the date, type of service, name of officiant and preacher must be recorded in the Parish Vestry Book, whether held in church, a home, or online. If it was not an in-person service, note its format i.e. streamed on Facebook, Zoom, etc. Recording attendance is optional for online services, and the information will not be collected by our diocese. Parishes are encouraged to track attendance of online services for their own analysis of trends.

Please note that Parts 2-4 will be used to calculate the Proportional Parish Share (PPS) of the parish for the year 2025, therefore specifying parish income and any major anomalies is very important.

If you are reporting anomalous income that you would like the Proportional Parish Share (PPS) Review Subcommittee to consider for possible exemption, check the box at the bottom of Part 5. Then add a letter to the Statistical Return addressed to the PPS Review Subcommittee, explaining reasons for the request for exemption. The document "[Proportional Parish Share Review Guidelines](#)" can be found here. Please read it carefully; clarification on exempted items (line 25) is included.

Parishes are also asked not to include any unrealized losses or gains on the Statistical Return.

Please submit an audited financial statement with the statistical return.

## 4. Critical Information for the Calculation of Exemption Forms

If you are claiming exemptions for capital costs or lay staff compensation against reported income for Proportional Parish Share (PPS) purposes, please ensure you can provide all the necessary details on this form.

## 5. Vestry Report Submission

Please send a copy of your Vestry Package with your Parish Information Documents so it can be filed in our Diocesan Archives.



Anglican  
Diocese of  
Ottawa

**6. Parish Assessment Statements**

The statement for your parish was sent out in December so you should have received it by now. This statement summarizes what Ascension House pays on your parish's behalf for which it needs to be reimbursed. Note, if your congregation is not the "main contact" within the parish, you will not be receiving this statement.

**7. Consolidated Trust Fund Issues**

The dividend rate for funds on deposit in the Consolidated Trust Fund has been established at **\$1.02** per unit for the year 2024.

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Remittance Forms and Insurance Certificates are available upon request from Patricia Myles at [admin@ottawa.anglican.ca](mailto:admin@ottawa.anglican.ca) and for any questions, please contact [connect@ottawa.anglican.ca](mailto:connect@ottawa.anglican.ca)

Many thanks for your cooperation in returning these forms by the two deadlines.

In Christ,

The Venerable Linda Hill  
Executive Archdeacon  
613-233-7741 Ext. 227

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Encls.