



## Anglican Diocese of Ottawa

January 20, 2025

### Annual Parish Return Documents

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

Once again it is time to prepare information documents about your parish. 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 (2024). I am grateful to those who give careful attention to these matters. Please complete all forms digitally so the information can be added to our diocesan database.

- Form 1: Declaration of Parish Leaders for 2025
- Form 2: Safe Church Practice
- Form 3: Statistical Return for 2024

The forms can be found at: <https://ottawa.anglican.ca/resources/for-parishes/>.

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

Please note these important deadlines:

- Send Form 1 and Form 2 within ten days of Vestry.
- Send Form 3 by March 31, 2025.

Clergy are required to review all forms carefully before submitting them, indicating by checkmarks that they are authorizing the information. Send forms to [annual-forms@ottawa.anglican.ca](mailto:annual-forms@ottawa.anglican.ca).

1. **Form 1: Declaration of Parish Leaders 2025** 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 2024**

Donation Income: include all donations received in 2024 whether they were received for 2024 or 2025.

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 this information is not collected by our diocese. Parishes are encouraged to track attendance of online services for their own analysis of trends.

Parts 2-4 will be used to calculate the Proportional Parish Share (PPS) of the parish for the year 2026, 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 Review Subcommittee to consider for 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 28) is included.

Parishes are asked not to include any unrealized losses or gains on the statistical return.

Please submit an audited financial statement with the statistical return. Note: documents previous to 2016 may be destroyed.

**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 purposes, please ensure you 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.



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Diocese of  
Ottawa

**6. Parish Assessment Statements**

The statement for your parish was sent out in December. 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 have received this statement.

If you wish to apply to the Proportional Parish Share Review Subcommittee for special consideration due to income anomalies, be sure to click the link on page six of Form 3, and attach a letter detailing your request.

**7. Consolidated Trust Fund Issues**

The dividend rate for funds on deposit in the Consolidated Trust Fund has been established at \$1.04 per unit for the year 2025.

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For financial questions, please contact Sanjay Grover, Director of Financial Ministry, at [sanjay-grover@ottawa.anglican.ca](mailto:sanjay-grover@ottawa.anglican.ca) or by phone at 613-232-7124 Ext. 241.

Again, please complete the forms digitally so the information can be added to our diocesan database. Many thanks for your cooperation in returning these forms by their deadlines. If you have questions, feel free to get in touch with me or Sanjay Grover.

In Christ,

The Venerable Linda Hill  
Executive Archdeacon  
[linda-hill@ottawa.anglican.ca](mailto:linda-hill@ottawa.anglican.ca)  
613-233-7741 Ext. 227

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