



**Diocese of Toronto**  
Anglican Church of Canada

**Incumbent's Annual  
Statistical Return  
Handbook**

The information contained in this Handbook is intended as a guideline for clergy to aid in understanding how to complete the Incumbent's Annual Statistical Return (IR).

**Remember to make a copy of the completed return for your files.**

Your contact for the IR in the Diocesan Centre is

Secretary of Synod  
Ms. Pamela Boisvert

Phone: 416-363-6021 ext. 231  
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## Frequently Asked Questions

### What is purpose of the Incumbent's Annual Statistical Return (IR)?

The information gathered on these returns serves a threefold purpose:

1. It provides a base for a wide variety of statistical analyses that are used for planning and development for deaneries, Episcopal areas, the Diocese and the Anglican Church of Canada. Some statistics are requested in categories established by the National Church and used throughout Canada.
2. The Diocese depends on this information when making decisions concerning allocation of resources.
3. It informs the Secretary of Synod's Office how many Lay Members of Synod your Congregation or Designated Ministry is entitled to elect. It also provides our Office with the names and contact information of your elected Lay Members of Synod.

### What form is used?

You may either complete a paper form provided by the Diocese or download a form from the Diocesan Website. Downloaded forms may be printed and mailed, faxed or e-mailed. All forms, whether e-mailed, faxed or mailed, **must** include the signature of the Incumbent or Priest-in-Charge.

To find the electronic version of the form go to [www.toronto.anglican.ca](http://www.toronto.anglican.ca) and click on *Clergy Toolbox/Forms/Incumbent's Return*.

### What should be included?

You **do not** need to include copies of your Vestry Report, Budget for the Current Year or Financial Statements.

### When is the Incumbent's Annual Statistical Return due?

Returns are due on **March 15<sup>th</sup>** each year.

# Completing the Return

## Page 1 — General Information

Please enter the following:

- Full name of the Congregation or Designated Ministry
- Physical Address of the Congregation or Designated Ministry
- Mailing Address of the Congregation or Designated Ministry if different
- E-mail and Website addresses
- List the languages in which services are offered including English (French, Spanish, etc.)
- List other ministries that are offered in languages other than English (ALPHA, wedding preparation, Sunday School, etc.)

## Page 2 — Population, Attendance, Congregation Records, etc.

### Congregation Population

#### **A1 Total Members – Adults & Children**

This line is for the total members on the Parish Roll. This will include the sum of all baptized persons in the households on the parish list.

#### **A3 Regular Givers – Envelope Holders & Electronic Offerings**

Please include the number of people who make regular donations for church purposes but not one-time gifts for memorials, etc. Include in this total Envelope Holders, Pre-Authorized Giving (PAG), Pre-Authorized Remittance (PAR), and Electronic Fund Transfer (EFT) Donors.

#### **A3b Regular Electronic Offerings Only**

Record the number of Pre-Authorized Giving (PAG), Pre-Authorized Remittance (PAR), and Electronic Fund Transfer (EFT) Donors. This should include the number of members in your parish who donate through regular electronic offering.

#### **A3c Number of Tax Receipts Issued that were not in Memoriam**

Please include the total number of all tax receipts issued minus those given for a memorial donation.

#### **A6 Typical Sunday Worship**

Include the number (not percentage) of people by age of a typical Sunday congregation. The sum of all boxes in A6 (a – c) should equal the Average Sunday Attendance on line A4.

## Congregation Attendance

These attendance statistics are required in order to determine Diocesan member eligibility for General Synod. \*

### **A2 Easter Celebration Attendance \***

Include the attendance of only Easter Sunday and Easter Vigil celebrations.

### **A2a Pentecost Sunday Attendance \***

This number will represent the attendance for services on Pentecost Sunday.

### **A2b Second Sunday of September Attendance \***

This number will represent the attendance for services on the second Sunday in the month of September.

### **A2c Christmas Attendance \***

This figure will include all attendees for services on Christmas Eve and Christmas Day.

### **A4 Average Sunday Attendance**

Calculate the Average Sunday Attendance (ASA) by counting the people who attended ALL Sunday services throughout the year, and divide that total by the number of Sundays in the year, usually 52.

Include:

- ✓ adult
- ✓ children

Exclude:

- ✗ shut-ins

### **A5 Average Weekly Attendance**

Calculate the Average Weekly Attendance (AWA) by counting the people who attended ALL services throughout the year and divide that total by the number of weeks in the year, usually 52.

Include:

- ✓ Holy Week
- ✓ Christmas

Exclude:

- ✗ shut-ins
- ✗ weddings
- ✗ funerals
- ✗ special services

## Congregation Records

### **B1 Baptisms**

The number of individuals to whom baptism was administered.

### **B2 Confirmations**

The number of individuals confirmed by a Bishop at your church. If parishioners took part in the Diocesan Confirmation Service at St. James Cathedral, **do not** include these in your statistics.

**B3 Received from Other Communion**

The number of confirmed individuals that participated in a liturgical reception from another denomination (Roman Catholic, Orthodox, etc.)

**B4 Marriages**

The number of couples who were married at your church.

**B5 Funerals**

The number of individuals for whom funeral services were conducted.

**Christian Education**

**Sunday School - Ages 1 to 11**

**C1 Church School (C1 and C1a)**

Record whether or not your Congregation has a functioning Sunday School for children. If applicable, record the number of pupils that participate on a typical Sunday.

**Children’s Ministry – Ages 1 to 11**

**C2 Children’s Ministry (C2b and C3b)**

Record whether or not your Congregation has any other Children’s Ministry programs. If applicable, record the number of participants engaged in learning.

**Youth Ministry – Ages 12 to 18**

**D1 Youth Ministry (D1 and D1a)**

Record whether or not your Congregation has an organized Youth Ministry program. If applicable, record the number of youth that are engaged in formation and learning.

**Young Adult Ministry – Ages 18 to 30**

**D1 Young Adult Ministry (D1b and D1c)**

Record whether or not your Congregation has an organized Young Adult program. If applicable, record the number of young adults that are engaged.

**Adult Ministry – Ages 30+**

**E1 Adult Ministry**

Record whether or not your Congregation has any active Adult small groups. If applicable, record the number of groups that are focused on faith development and the number of adults that are engaged in formation and learning.

Include:

- ✓ bible studies
- ✓ faith development
- ✓ education for ministry

Exclude:

- ✗ choir
- ✗ chancel guild

## **Lay Anointing & Healing Services**

### **F1 Lay Anointers**

Record the number of licensed lay anointers functioning in your Congregation.

### **F2 Healing Services**

Record the number of Healing Services offered in your congregation during the year. Do not include private anointings.

## **Missional Ministry/New Forms of Church**

Are there any new forms of church, specifically established to meet our changing culture, established primarily for the benefit of people who are not yet members of any church? Examples would include experimental services, “Messy Church”, Reach or Stretch grant missions.

### **G1 Missional Ministry/New Forms of Church**

Record whether or not your church has any fresh expressions of church. If applicable, record the number of parishioners that are involved and the number of non-church members that are involved.

<p style="text-align: center;"><b>Page 3 — Screening in Faith, Stewardship Education, Congregational Health, Contacts &amp; Certification</b></p>
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## **Screening in Faith**

The *Responsible Ministry: Screening in Faith Policy* has been in place since February, 2003 to help parishes ensure that their places of ministry are safe and healthy. Through our Baptismal Covenant we are obligated to look after the welfare of all members of our community but especially those who are vulnerable through age, infirmity or particular circumstances of dependency. This is a sacred trust which must be responsibly and safely managed.

The Diocese of Toronto is abundantly blessed with gifted and committed clergy, employees and volunteers who offer their talents in full recognition of their obligations. In fact, the church could not operate without the work of thousands of individuals throughout the Diocese who exercise a variety of ministries to persons within the church community and beyond.

It is critical for all of us to ensure that those we place in positions of power and trust be selected, trained and supported so that their ministry may be life-giving. As such, since 2006 all congregations have been required, as part of their annual Churchwardens’ Parochial Return and Incumbent’s Annual Statistical Return (the “Returns”), to report compliance with screening indicators.

### **Tips for completing this section:**

1. Ensure that the responses on the Churchwardens’ Parochial Return and Incumbent’s Annual Statistical Return match. The Corporation should have a conversation about the

Congregation's compliance before completing the Returns. If the two Returns do not match, your Congregation will be deemed "not in compliance".

2. Every Congregation has a minimum of two (2) people serving in high-risk ministry positions – the Churchwardens. Other positions that must be assessed as high-risk are all clergy including Honorary Assistants; churchwardens; organists and music directors; parish employees; lay anointers; and also those involved in residential or off-site ministries with children or vulnerable adults.
3. The Returns state "as of December 31<sup>st</sup>". This means the completion of screening for those individuals who were in their ministry positions up to and including December 31<sup>st</sup>, 2017. Therefore, congregations have the period from December 31<sup>st</sup> until the returns are submitted to ensure that screening is completed for those individuals.
4. There are resources and templates available on the Diocesan website which provide guidance for every step in the screening process ([www.toronto.anglican.ca/parish-administration/screening/forms-and-resources](http://www.toronto.anglican.ca/parish-administration/screening/forms-and-resources)).
5. If you have any questions about completing this section of the Returns, please contact the Acting Director of Human Resources, Amy Talbert at [atalbert@toronto.anglican.ca](mailto:atalbert@toronto.anglican.ca) or 1-800-668-8932 ext. 241.

**The 2017 Compliance Questions are:**

1. Are all ministry activities of the congregation listed and assessed for risk (high, medium, or low)?
2. Have all individuals in medium and high risk positions attended Sexual Misconduct Policy training at the beginning of the ministry and every three years thereafter?
3. Have all individuals in high risk positions completed a Police Record Check, using the Diocesan approved process, at the beginning of the ministry and every three years thereafter?
4. Is the congregation, to the best of your knowledge, fully compliant with the standards and procedures of the *Responsible Ministry: Screening in Faith Policy*?

## **Stewardship Education**

Indicate whether or not your Congregation used any stewardship education programs in the last year. If applicable, list all the programs used. An example includes Growing Healthy Stewards.

## **Congregational Health**

Indicate whether or not your Congregation used any congregational development initiatives in the last year. If applicable, list all the initiatives used. Some examples include: Natural Church Development (NCD), and Spirit of Invitation.

## **Contact Information**

Please provide the Diocesan Centre with the names and contact information for those who look after the areas of ministry below. If your Congregation does not have a dedicated person please check the box for the Incumbent.

- ❖ **Social Justice & Advocacy** - This would include Outreach and Out of the Cold programmes.
- ❖ **Youth Ministry** - This would include ministry for youth between the ages of 12 and 18.
- ❖ **Children’s Ministry** - This would include ministry for children between the ages of 1 and 11.

## Lay Members of Synod

The number of Lay Members that the Vestry of a Congregation or Designated Ministry is entitled to elect is determined by the Average Weekly Attendance of the Congregation.

Excerpt from *The Constitution*, section 3(7):

(7) Number of Lay Members

The number of Lay Members of the Synod of the Diocese that each Vestry or Designated Ministry is entitled to elect, shall be determined based on the following:-

Average weekly attendance from 1 to 100	1 Member
Average weekly attendance from 101 to 200	2 Members
Average weekly attendance from 201 to 300	3 Members
Average weekly attendance from 301 to 400	4 Members
Average weekly attendance above 400	5 Members

## Certification

The Incumbent (or Priest-in-Charge) must complete and forward the Certification below pursuant to *Canon 9*, section 9. In order to be deemed complete, the Certification **must contain the signature** of the Incumbent (or Priest-in-Charge).

Excerpt from *The Constitution*, section 3(6):

(6) Basis of Membership

The number of Lay Members that a Vestry of a Congregation or Designated Ministry is entitled to elect shall be determined by average weekly attendance in accordance with Section 3 (7). The following certification to be signed by the Incumbent or Priest-in-Charge shall form part of the statistical return required from the Incumbent by Synod:-

“I hereby certify that in ..... there was an Average Weekly Attendance of ..... which allows this vestry or Designated Ministry to elect ..... Lay Member(s) of the Synod.”

<b>Page 4 — Lay Members of the Synod</b>
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This is where you would legibly enter information on the elected Lay Members and Substitute Lay Members of Synod. Attach a separate piece of paper if you need more space.

Important Note: In keeping with our commitment to ‘Celebrating this Fragile Earth’ the Diocese has decided that ALL information for Synod will only be available electronically on the Diocesan website. This includes the notice of meeting, on-line registration and the convening circular. Prior to Synod, the Diocese may communicate with Lay Members by e-mail. For this reason, please ensure the e-mail address provided is a personal address for the member (not care of the church office) and is up-to-date. All Members of Synod are asked to check the Diocesan website periodically for updates.

<http://www.toronto.anglican.ca/synod>