



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
Pamela Boisvert

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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 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?

The Diocese has implemented a system to allow the completion of the Incumbent's Annual Statistical Return and the Churchwardens' Parochial Return online. The online portal opened on February 18, 2021 and is available at <http://parishportal.toronto.anglican.ca>. On an annual basis, details for completing and submitting returns are emailed to each Congregation. The deadline for online submission will end at 12:00 a.m. (midnight) on Monday, March 15, 2021.

If you require a hard copy of the Incumbent's Annual Statistical Return, please contact the [Secretary of Synod](#).

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 15th** 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
- Select the languages in which services are offered including English, French and Mandarin. If there are services offered in other languages, please list in the Other field.
- List ministries that are offered in languages other than English (ALPHA, wedding preparation, Sunday School, etc.)

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

Worship During the Pandemic

With the onset of the global pandemic, churches throughout the Diocese have been using a variety of online media for worship. Not being able to gather in person meant that we needed to find different ways of worshipping online. It also meant that we need to find new ways of tracking statistical information like average weekly attendance.

Did you offer online worship during the pandemic?

Record whether your congregation provided online worship during the pandemic (for the period since March 13, 2020).

If applicable, let us know what platforms you used for worship and whether you livestreamed or pre-recorded your service.

Let us know what metrics or analytics you used to track online worship. Each metric has drawbacks, but consistently tracking the same numbers – however imperfect – will help us understand what’s working and how people are engaging with our online activity.

If you did not offer online worship, let us know if you directed your congregation to online workshop by another congregation.

Congregation Population

IMPORTANT NOTE: The number of Lay Members each Congregation or Designated Ministry is entitled to send to Synod is based on the Average Weekly Attendance at that Congregation or Designated Ministry. Given the restrictions on in-person worship during the pandemic as well as the difficulty of determining reliable attendance numbers for virtual forms of worship, Diocesan Council passed a motion in December 2020 declaring that, for the purposes of Diocesan Synod in 2021, each Vestry or Designated Ministry will be eligible to elect the same number of Lay Members

as that Congregation or Designated Ministry elected for Diocesan Synod in 2019. This declaration follows a similar approach recently taken by the Council of General Synod in determining the number of delegates for General Synod 2022.

If you counted, please complete the following section to the best of your ability. Include both in person and online.

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.

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
- ✓ in-person
- ✓ online

Exclude:

- ✗ shut-ins

A5 Average Weekly Attendance (see IMPORTANT NOTE above)

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
- ✓ in-person
- ✓ online

Exclude:

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

A3 Regular Givers – Envelope Users & 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 Users, 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.

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 Communions

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.

H1 Cemetery

Record whether or not your Congregation has a Cemetery.

H2 Columbaria

Record whether or not your Congregation has a Columbaria.

Christian Education, Formation and Discipleship

Let us know if you started any new programs online during the pandemic. Include both in person and online.

C1 Sunday School/Children’s Ministry - Ages 1 to 11

If applicable, record the number of children that participate on a typical Sunday.

D1a Youth Ministry – Ages 12 to 18

If applicable, record the number of youth that are engaged in formation and learning.

D1c Young Adult Ministry – Ages 18 to 30

If applicable, record the number of young adults that are engaged in formation and learning.

E1 Adult Ministry – Ages 30+

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

Additionally, list all programs or groups that are Missional/Fresh Expressions.

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.

G 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;">Page 3 — Screening in Faith, Stewardship Education, Congregational Development, Contacts & Certification</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 31st”. This means the completion of screening for those individuals who were in their ministry positions up to and including December 31st of the year the return relates. Therefore, congregations have the period from December 31st 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).
5. If you have any questions about completing this section of the Returns, please contact Aneita Chang at achang@toronto.anglican.ca or 1-800-668-8932 ext. 233.

The 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

List all programs and initiatives of stewardship education programs your Congregation used in the last year. Some examples include: Growing Healthy Stewards, Joyful Giving, Covenanted Giving, and Commitment Sunday.

Explain why you changed or why you didn't change your approach to stewardship and fundraising in light of the pandemic.

Congregational Development

List all congregational development programs and initiatives your Congregation has used in the last year. Some examples include: Appreciative Inquiry, Mission Action Planning (MAP), Visioning, Natural Church Development (NCD), Fresh Start for Congregations, Parish Selection process, Amalgamation/Merger/Regionalization.

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 programs. Additionally with respect to Outreach & Advocacy, advise whether your Congregation was involved in the initiatives listed in the past year. Indicate whether your Congregation passed a social justice motion at your last Vestry.
- ❖ **Youth Ministry** - This would include ministry for youth between the ages of 12 and 18. Indicate whether the Youth Ministry position is paid.

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 (AWA) of the Congregation. Given the restrictions on in-person worship during the pandemic as well as the difficulty of determining reliable attendance numbers for virtual forms of worship, Diocesan Council passed a motion in December 2020 declaring that, **for the purposes of Diocesan Synod in 2021, each Vestry or Designated Ministry will be eligible to elect the same number of Lay Members as that Congregation or Designated Ministry elected for Diocesan Synod in 2019.**

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). If the return is submitted using the Parish Portal online, the Incumbent completes the Certification by typing their name and agree that their electronic signature is the equivalent of their manual signature on the return.

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."

Page 4 — Lay Members of the Synod
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This is where you would enter information on the elected Lay Members and Substitute Lay Members of Synod.

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.