

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 complete return for your files.

Your contact for the IR in the Diocesan Centre is

Secretary of Synod

Phone: 416-363-6021
Email: synod@toronto.anglican.ca

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 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 opens in early February and, once open 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 is 12:00 a.m. (midnight) on March 15.

If you require a hard copy of the Incumbent's Annual Statistical Return, please contact the Synod and Administrative Assistant.

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 Post Pandemic

With the onset of the global pandemic, churches throughout the Diocese were using a variety of online media for worship. Not being able to gather in person meant that we found diverse ways of worshiping online and have continued to do this post-pandemic. It has meant that we continue to find 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 past year.

If applicable, let us know what platforms you used for worship and whether you livestreamed or pre-recorded your service. Reporting the numbers in the grey squares is optional but helpful for us to know.

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 is 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

A1 Total Members – Adults & Children

This line is for the total members on the Parish Roll. This will include the sum of all baptized people 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:	Exclude:
✓ adult	× shut-ins
✓ children	
✓ in-person	
✓ online	

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:	Exclude:
✓ Holy Week	× shut-ins
✓ Christmas	× weddings
✓ in-person	× funerals
✓ online	× special services

Online Services

Asking if the parish offers online Sunday services.

A3 Regular Givers – Envelope Users

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 only.

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 your Congregation has a Cemetery.

H2 Columbaria
Record whether your Congregation has a Columbaria.

Christian Education, Formation and Discipleship

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

Hybrid Ministry
Note if any programs are offered online or in a hybrid manner (in-person and online at together)

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:	Exclude:
✓ bible studies	✗ choir
✓ faith development	✗ chancel guild
✓ education for ministry	

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 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.

Page 3 — Screening in Faith, Stewardship Education, Congregational Development, Contacts & Certification

Screening in Faith

The *Responsible Ministry: Screening in Faith Policy* has been in place since 2003 to help parishes, diocesan missions (designated under Canon 25) and designated ministries (designated and authorized under Canon 29) ensure that their places of ministry are safe and healthy. All congregations are required to report compliance with screening indicators in their parochial returns.

Tips for completing the forms:

- Ensure that the responses on the *Incumbent's Annual Statistical Return* and the *Churchwardens' Parochial 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."
- Every congregation has a minimum of 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 (or administrator if appointed under Canon 24); board of management members if designated under Canon 25; organists and music directors; parish employees; lay anointers; and those involved in residential or off-site ministries with children or vulnerable adults.
- The Returns state "as of December 31". This means the completion of screening for those individuals who were in their ministry positions up to and including December 31 of the year in which the return relates. Therefore, congregations have the period from December 31 until the returns are submitted to ensure that screening is completed for those individuals.
- There are resources and templates available on the Diocesan website which provide guidance for every step in the screening process. Please contact the Diocesan Screening Coordinator if you need assistance or have questions about completing this section of the Returns.

We want you to know that the Bishop of Toronto could apply consequences if your congregation does not submit your returns and/or comply with the screening requirements.

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.

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 pad.

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.

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. 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 agrees 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:-
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> > "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

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

A person to qualify as a Lay Member of the Synod shall:
(a) be not less than sixteen (16) years of age;
(b) be a Lay Member of the Vestry of that person's Church or a Lay Member of a Designated Ministry established under Canon 29;
(c) be a member in full Communion of the Anglican Church of Canada and shall have received the sacrament of Holy Communion at least three (3) times during the previous year;
(d) not have been a Lay Member of the Synod for more than the previous three (3) consecutive Regular Sessions.

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 in care of the church office) and is up to date.