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
> Canon Laura Walton, ODT
>
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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 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 will open 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 will end at 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.

Pilot Project

A Working Group was established in 2023 to find a consistent method of counting attendance at online worship in addition to our current practice of counting attendance at in-person worship.

Parishes will continue to report in-person attendance on parochial returns as we have before.

Parishes will also be given the **option** to report on the parochial online attendance:
1. Zoom attendance, counted as the number of heads visible on the Zoom screens
2. YouTube attendance, counted as an hour of watching the worship service on YouTube being the equivalent of one person attending the worship service. These hours are counted in YouTube analytics, and a video will be provided to assist parishes in finding those hours.
3. The online attendance in a parish whose online worship is not on Zoom or YouTube. A parish whose online worship is not on Zoom or YouTube may indicate on the parochial return the platform it uses and the attendance numbers of online worshippers who stay for all or most of the worship service.

In this pilot project, both the in-person attendance reported on the parochial return and the online attendance reported on the parochial return will be included in the average weekly attendance numbers that determine the number of Lay Members of the Synod of the Diocese that each Vestry or Designated Ministry is entitled to elect.

If you need assistance with determining or finding your YouTube analytics, watch the Quick Guide or contact the [Synod and Administrative Assistant](#).

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, Portuguese, 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.

Note: A new colour-coded system is present: yellow boxes represent mandatory information and data for in person attendance, blue boxes represent option information for counting online attendance and grey boxes are totals.

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. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

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. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

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. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

Include:	Exclude:
✔ Holy Week	✘ shut-ins
✔ Christmas	✘ weddings
✔ in-person	✘ funerals
✔ online	✘ 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 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. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

A2a Pentecost Sunday Attendance *
This number will represent the attendance for services on Pentecost Sunday. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

A2b Second Sunday of September Attendance *
This number will represent the attendance for services on the second Sunday in the month of September. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

A2c Christmas Attendance *
This figure will include all attendees for services on Christmas Eve and Christmas Day. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

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 started any new programs online during the past year. You have the option to provide your total attendance count for both in-person and online attendees (via Zoom, YouTube, or other platforms).

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 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.

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

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Completing *Responsible Ministry: Screening in Faith* Information

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 as part of their annual returns to report compliance with screening indicators.

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 Vocational Deacons and 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, 2024. Therefore, congregations have the period from December 31, 2024 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 Human Resources 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 possible 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. 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 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. Both the in-person attendance reported on the parochial return and the online attendance reported on the parochial return will be included in the calculation.

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

(7) <u>Number of Lay Members</u>
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

<u>Certification</u>

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) <u>Basis of Membership</u>
> 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

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.