

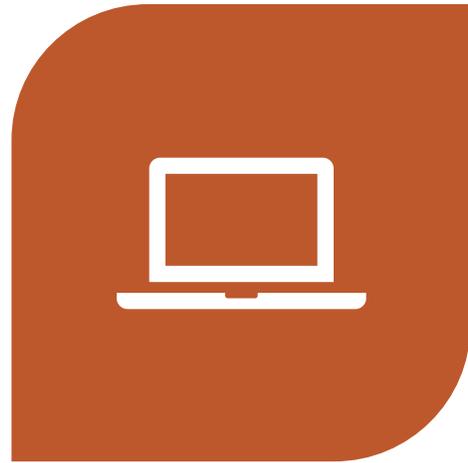
Incumbent's Annual Statistical Return

QUICK GUIDE

2025



Key Dates



Parish Portal - Mid Feb

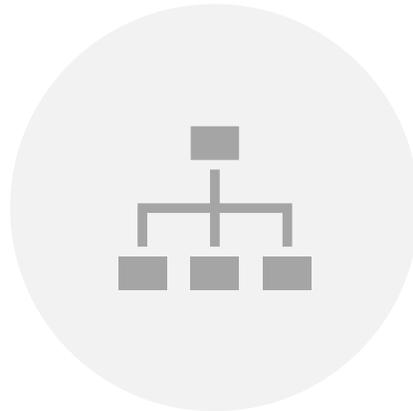


Due Date - Mar 15

Purpose



Statistical analyses



Decision-making



Lay Member eligibility
and contact information

Virtual Counting Working Group

Consistent method of counting

Continue to report in-person attendance

Option to report the following:

- Zoom attendance (counting heads)
- YouTube attendance (using analytics)
- Online attendance using other platforms



Before you start, make sure to have



Parish Vestry Book



YouTube Analytics

Followers of Jesus,

INSPIRED BY THE HOLY SPIRIT, SERVE THE
WORLD GOD LOVES!



FOLLOWING JESUS



LIFE EVENTS



WAYS TO GIVE



SPECIAL EVENTS



 135 Adelaide St. East,
Toronto, ON M5C 1L8

 416-363-6021

 info@toronto.anglican.ca

RESOURCES

[Parish Resources](#)

[Clergy Resources](#)

[Churchwarden Resources](#)

LINKS

[Anglican Church of Canada](#)

[Evangelical Lutheran Church of
Canada](#)

[Anglican Communion](#)

[Parish Portal](#)

SOCIAL



Followers of Jesus,

INSPIRED BY THE HOLY SPIRIT, SERVE THE
WORLD GOD LOVES!



FOLLOWING JESUS



LIFE EVENTS



WAYS TO GIVE



SPECIAL EVENTS



<http://parishportal.toronto.anglican.ca>



Diocese of Toronto
Anglican Church of Canada

Username or Email Address

Password

Remember Me

Log In

Need help with your Username or Password, contact:

Ajith Philip

ajilip@toronto.anglican.ca

647-578-9722

Yellow boxes represent mandatory information

		In-Person	+	Zoom	+	YouTube	+	Others	=	Total	
		↓		↓		↓		↓		↓	
Congregation Population *include Adults & Children											
Total Members*		Yellow		Blue		Blue		Blue		Grey	A1
Average Sunday Attendance*		Yellow		Blue		Blue		Blue		Grey	A4
(Calculate the Average Sunday Attendance by counting the people who attended all services on Sunday morning throughout the year, excluding weddings and funerals, and divide that total by the total number of Sundays, usually 52.)											
Average Weekly Attendance*		Yellow		Blue		Blue		Blue		Grey	A5
(Calculate the Average Weekly Attendance by counting the people who attended all services other than Sunday morning services throughout the year, excluding weddings and funerals, and divide that total by 52.)											
		Envelopes		Pre-Authorized Givers (PAG/PAR/EFT)							
Regular Givers		Yellow	+	Yellow	←	Grey	=			Grey	A3
Congregation Attendance											
		↓		↓		↓		↓		↓	
Easter Celebration		Yellow		Blue		Blue		Blue		Grey	A1
(include all Easter Sunday and Easter Vigil celebrations)											
Pentecost		Yellow		Blue		Blue		Blue		Grey	A4
Second Sunday of September		Yellow		Blue		Blue		Blue		Grey	A5
Christmas		Yellow		Blue		Blue		Blue		Grey	A3
Include all Christmas Eve and Christmas Day Services											

Page 2

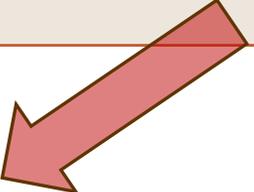
Blue boxes represent optional information

	In-Person	+	Zoom	+	YouTube	+	Others	=	Total	
	↓		↓		↓		↓		↓	
Congregation Population *include Adults & Children										
Total Members*	Yellow		Blue		Blue		Blue		Grey	A1
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	Envelopes			Pre-Authorized Givers (PAG/PAR/EFT)						
Regular Givers	Yellow	+	Yellow				=		Grey	A3

	In-Person	+	Zoom	+	YouTube	+	Others	=	Total	
	↓		↓		↓		↓		↓	
Congregation Attendance										
Easter Celebration	Yellow		Blue		Blue		Blue		Grey	A1
(include all Easter Sunday and Easter Vigil celebrations)										
Pentecost	Yellow		Blue		Blue		Blue		Grey	A4
Second Sunday of September	Yellow		Blue		Blue		Blue		Grey	A5
Christmas	Yellow		Blue		Blue		Blue		Grey	A3
Include all Christmas Eve and Christmas Day Services										

Page 2

Grey boxes are totals



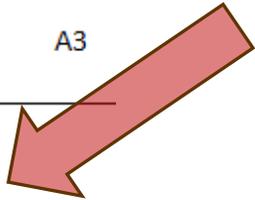
	In-Person ↓	+	Zoom ↓	+	YouTube ↓	+	Others ↓	=	Total ↓	
Congregation Population *include Adults & Children										
Total Members*	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A1

Average Sunday Attendance*	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A4
(Calculate the Average Sunday Attendance by counting the people who attended all services on Sunday morning throughout the year, excluding weddings and funerals, and divide that total by the total number of Sundays, usually 52.)										

Average Weekly Attendance*	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A5
(Calculate the Average Weekly Attendance by counting the people who attended all services other than Sunday morning services throughout the year, excluding weddings and funerals, and divide that total by 52.)										

	Envelopes	+	Pre-Authorized Givers (PAG/PAR/EFT)	=	Total	
Regular Givers	[Yellow Box]		[Yellow Box]		[Grey Box]	A3

	In-Person ↓	+	Zoom ↓	+	YouTube ↓	+	Others ↓	=	Total ↓	
Congregation Attendance										
Easter Celebration (include all Easter Sunday and Easter Vigil celebrations)	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A1
Pentecost	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A4
Second Sunday of September	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A5
Christmas Include all Christmas Eve and Christmas Day Services	[Yellow Box]		[Blue Box]		[Blue Box]		[Blue Box]		[Grey Box]	A3



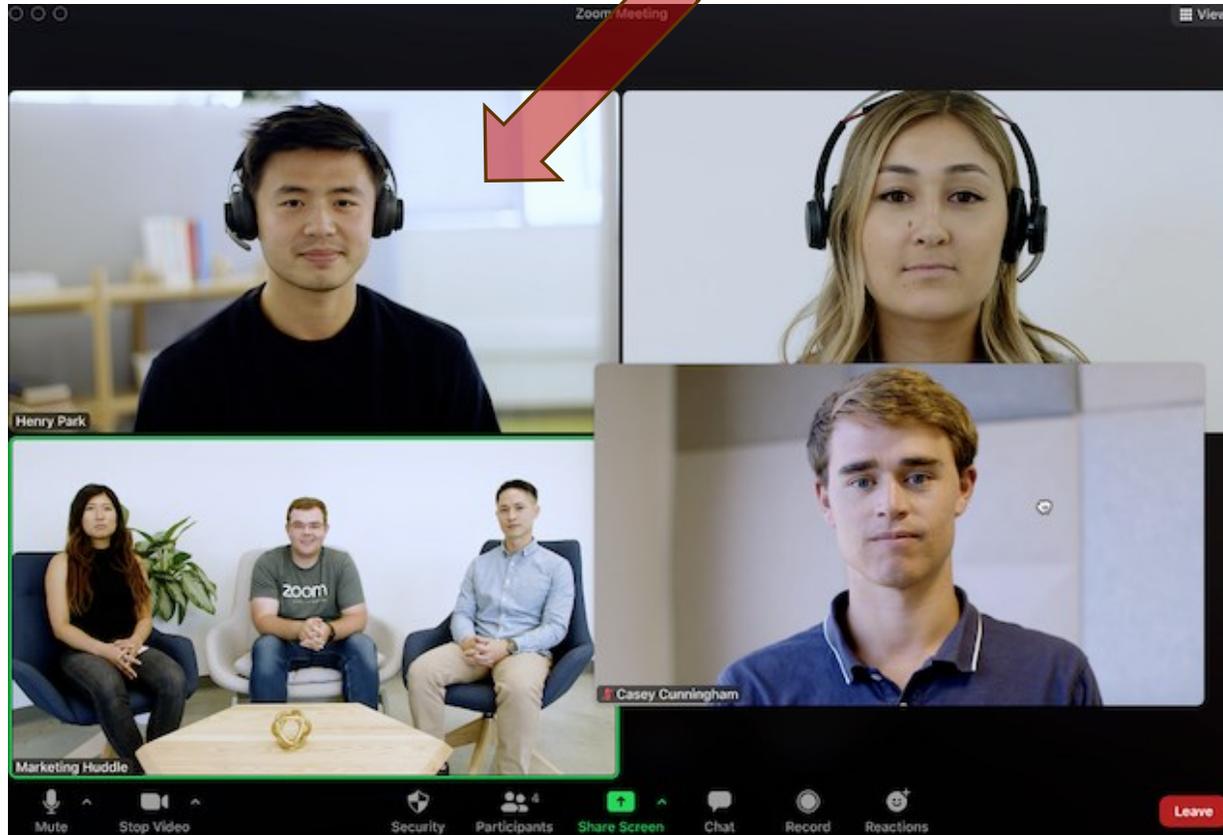
Zoom Attendance



Counted as
the number of
heads visible
on the Zoom
screens

Zoom Attendance

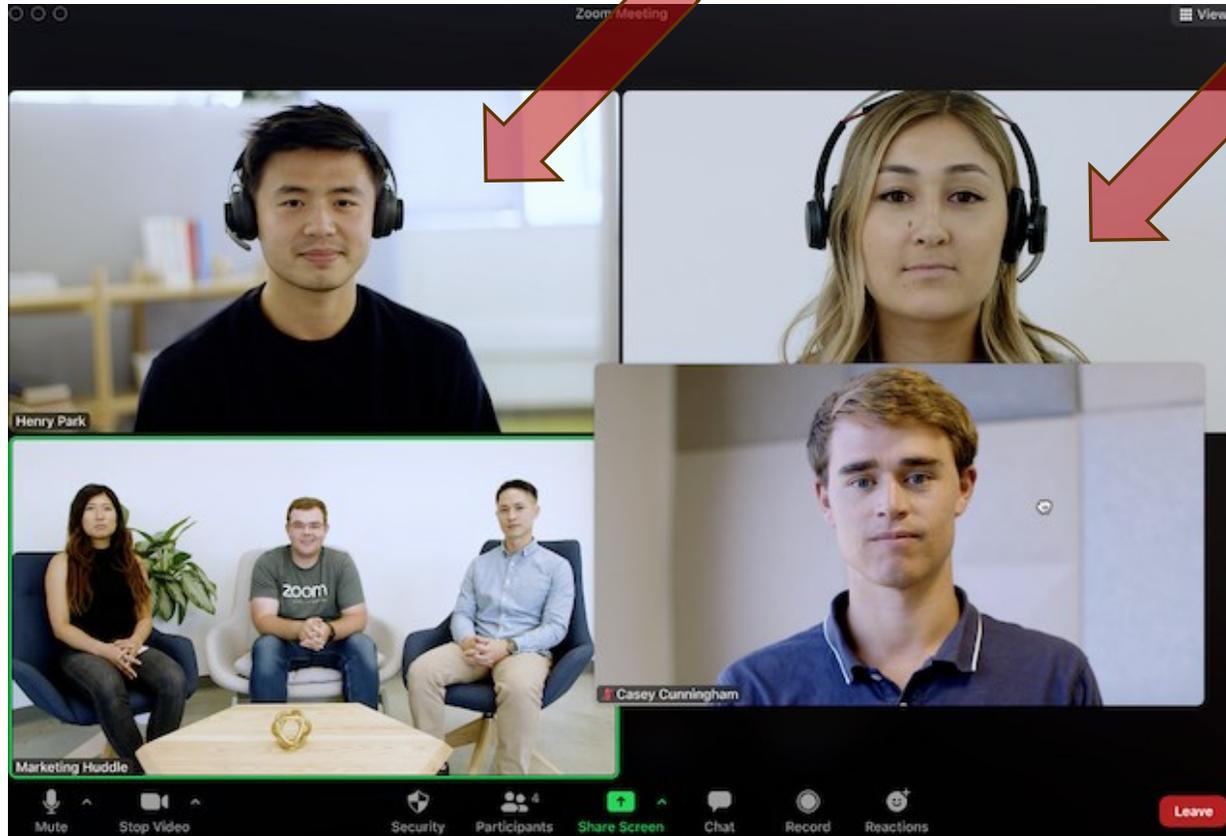
1



Counted as
the number of
heads visible
on the Zoom
screens

Zoom Attendance

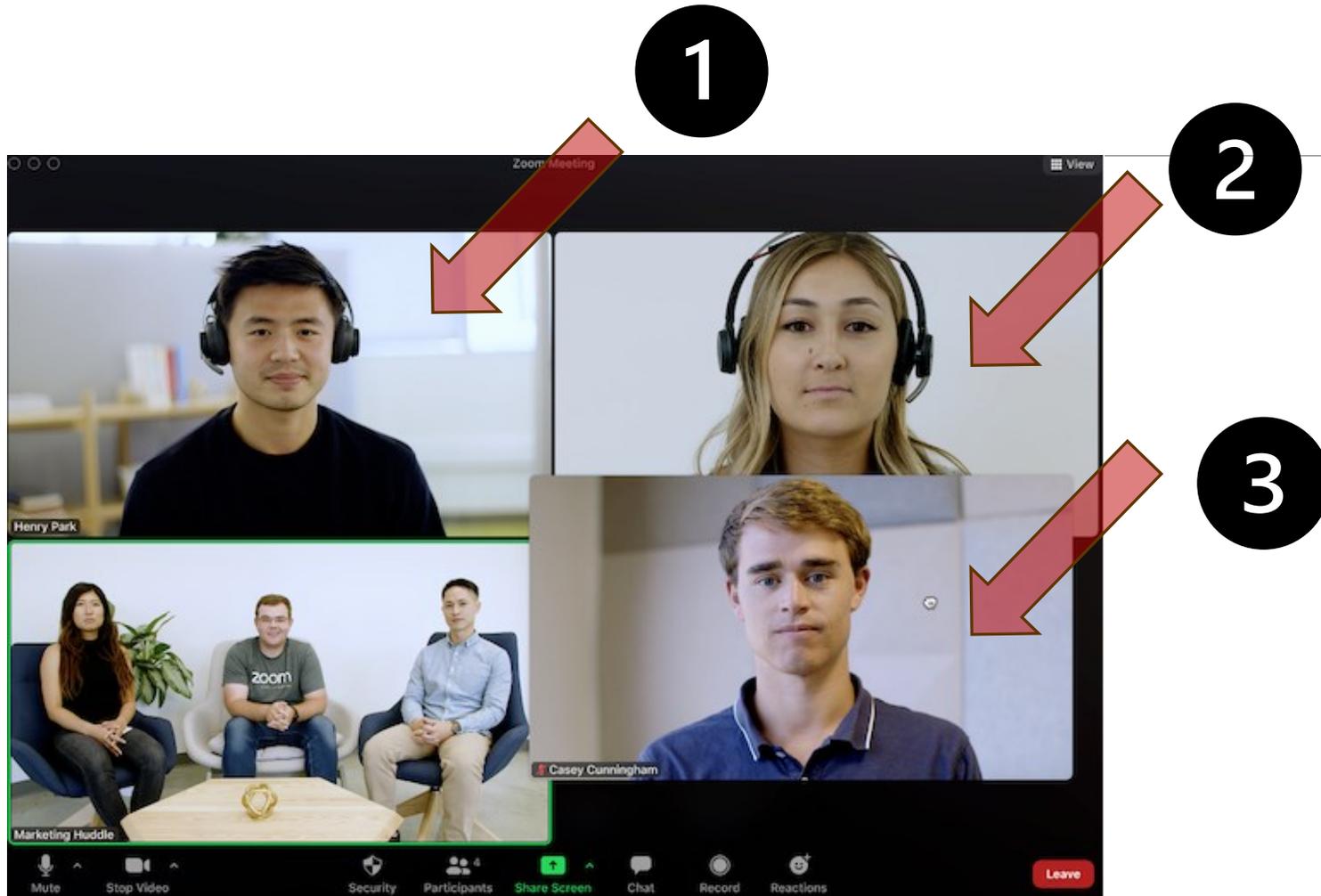
1



2

Counted as
the number of
heads visible
on the Zoom
screens

Zoom Attendance



Counted as
the number of
heads visible
on the Zoom
screens

Zoom Attendance

1

2

3

Counted as the number of heads visible on the Zoom screens

4



Zoom Attendance



Zoom Attendance

1

2

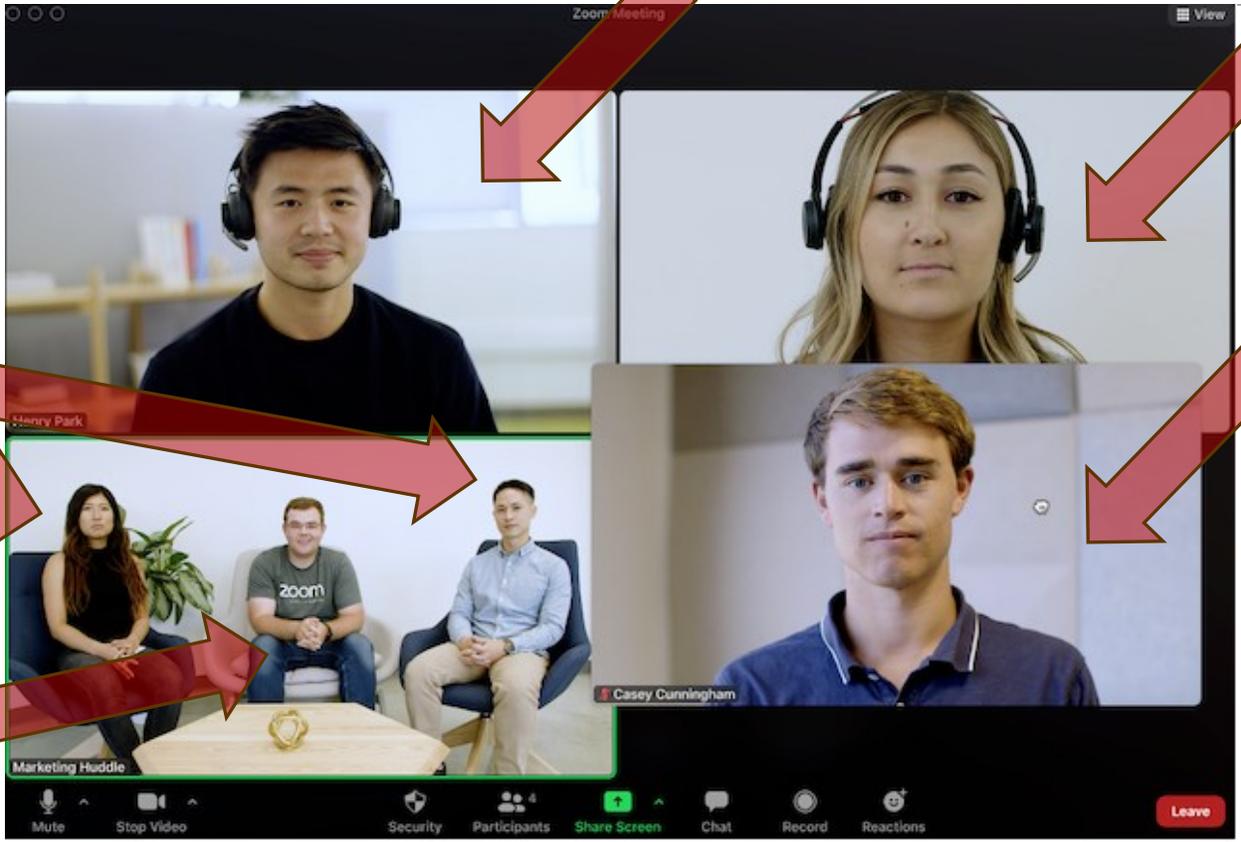
3

Counted as the number of heads visible on the Zoom screens

6

5

4



YouTube Attendance

Counted as an hour of watching the worship service on YouTube being the equivalent of one person attending the worship service



1 hour = 1 

YouTube Attendance

1. Log into You Tube
2. Select your profile picture



1. Select YouTube Studio

 Anglican Diocese of Toronto
@anglicandioto
[View your channel](#)

 Google Account

 Switch account >

 Sign out

 YouTube Studio

 Purchases and memberships

YouTube Attendance

1. Log into You Tube
2. Select your profile picture



1. Select YouTube Studio

 Anglican Diocese of Toronto
@anglicandioto
[View your channel](#)

 Google Account

 Switch account >

 Sign out

 YouTube Studio

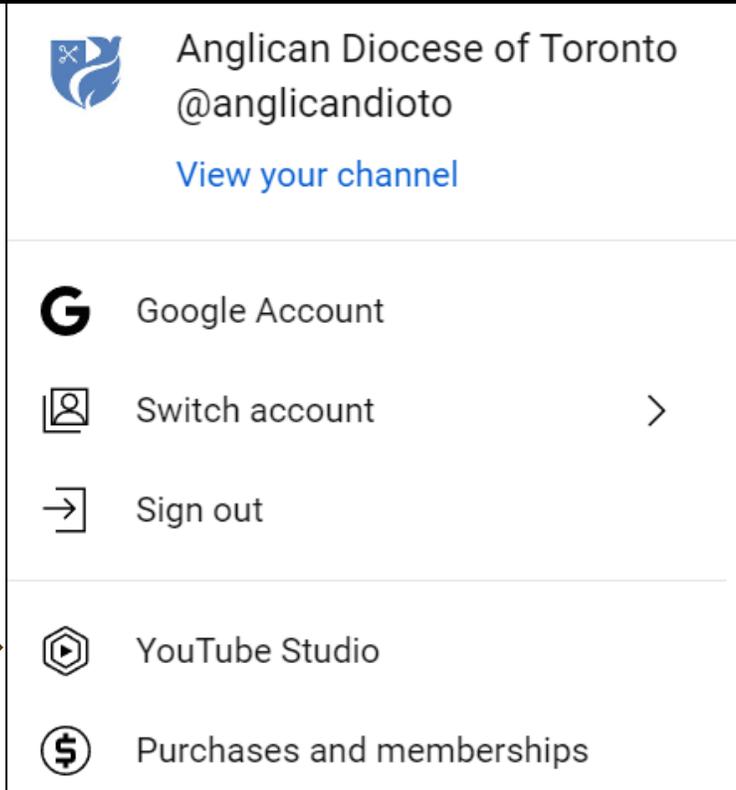
 Purchases and memberships

YouTube Attendance

1. Log into You Tube
2. Select your profile picture



3. Select YouTube Studio

A screenshot of the YouTube account menu. The menu is a vertical list of options. At the top is the channel name "Anglican Diocese of Toronto" with the handle "@anglicandioto" and a link "View your channel". Below that is "Google Account" with a large "G" icon. Then "Switch account" with a person icon and a right-pointing chevron. Then "Sign out" with a right-pointing arrow icon. At the bottom are "YouTube Studio" with a play button icon inside a hexagon, and "Purchases and memberships" with a dollar sign icon. A large red arrow points from the left towards the "YouTube Studio" option.

YouTube Attendance



Your channel

Anglican Diocese of Toronto

Dashboard

Content

Analytics

Comments

Settings

Send feedback

Channel dashboard

Latest video performance



Views, Comments, Likes

First 6 hours 10 minutes

Ranking by views

Views

Impressions click-through rate

New achievement

subscribers
More and more people are loving your channel

VIEW ANALYTICS

Channel analytics

Current subscribers



+40 in last 28 days

Summary

Last 28 days

News



The new Creator Roundup is in

Get the latest on everything you need to know as a Creator. Watch the latest Creator Roundup for all your updates.

WATCH NOW

Ideas for you

1 / 3

YouTube Attendance



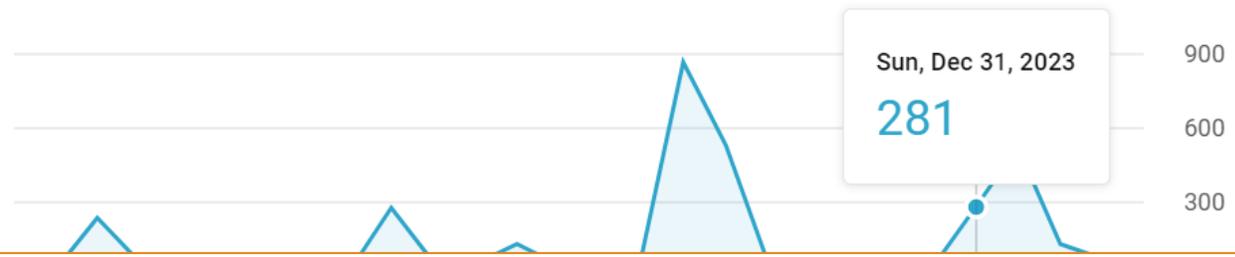
Channel analytics

ADVANCED MODE

Overview Content Audience Research

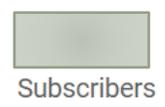
Dec 8, 2023 – Jan 4, 2024
Last 28 days

Your channel got [redacted] views in the last 28 days

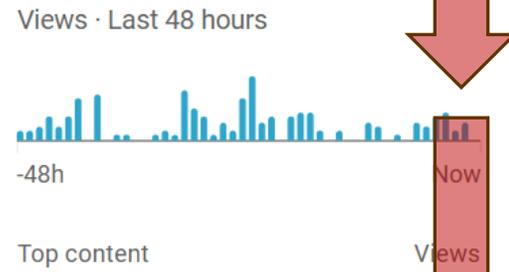


Realtime

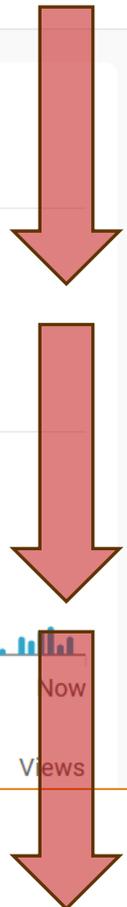
Updating live



SEE LIVE COUNT



- Dashboard
- Content
- Analytics**
- Comments
- Settings
- Send feedback



YouTube Attendance



Anglican Diocese of Toronto / Video

Choral Evensong & Presentations of the Order of ...

COMPARE TO...

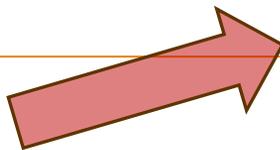
Filter

Dec 8, 2023 – Jan 4, 2024
Last 28 days

- Content
- Traffic source
- Geography
- Cities
- Viewer age
- Viewer gender
- Date
- Subscription status
- More



Content	Views ↓	Watch time (hours)	Subscribers	Average view duration	Impressions	Impres click-th
Choral Evensong & Presentations of the Order of the Dioc...		170.6				



Congregation Records

Baptisms	Adult	<input type="text"/>	B1a	Children	<input type="text"/>	B1b	Total	<input type="text"/>	B1
Confirmations	Adult	<input type="text"/>	B2a	Youth	<input type="text"/>	B2b	Total	<input type="text"/>	B2
Received from Other Episcopal Communion, e.g. Roman Catholic, Orthodox, etc.								<input type="text"/>	B3
Marriages								<input type="text"/>	B4
Funerals								<input type="text"/>	B5

Does your congregation have a cemetery? Yes H1a No H1b

Does your congregation have a columbaria? Yes H2a No H2b

Christian Education, Formation & Discipleship

Did you start any **new** programs online during the past year? Yes ### No ###

List all programs or groups:

	In-	+	Virtual	=	Total	
	↓		↓		↓	
Sunday School/Children's Ministry [ages 1 to 11] How many children participate in Sunday School/Children's Ministry?	# <input type="text"/>		# <input type="text"/>		<input type="text" value="0"/>	C1
Youth Ministry [ages 12 to 18] How many youth are participating in an organized program?	# <input type="text"/>		# <input type="text"/>		<input type="text" value="0"/>	D1a
Young Adult Ministry [ages 18 to 30] How many young adults are participating in a faith development program?	# <input type="text"/>		# <input type="text"/>		<input type="text" value="0"/>	D1c
Adults [ages 30+] How many groups are focussed on faith development?	# <input type="text"/>		# <input type="text"/>		<input type="text" value="0"/>	E1c
How many adults are participating in a faith development program?	# <input type="text"/>		# <input type="text"/>		<input type="text" value="0"/>	E1b

List all programs or groups that are Missional/Fresh expression:

Screening in Faith - Report results as of December 31, 2023.

The College of Bishops and Synod Council confirm that compliance with the *Responsible Ministry: Screening in Faith Policy* is a non-negotiable aspect of parish ministry. It is the responsibility of the Incumbent and Churchwardens (or the Administrator under Canon 24 or the Board of Management under Canon 25) to ensure that your congregation or Diocesan Mission is in full compliance with this policy.

- 1. Are all ministry activities of the congregation listed and assessed for risk (high/medium/low)? 1. Yes No
- 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? 2. Yes No
- 3. Have all individuals in a high risk position completed a Police Record Check, using the Diocesan approved process, at the beginning of their ministry and every three years thereafter? 3. Yes No
- 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*? 4. Yes No

Certification

I hereby certify that in **2023** there was an Average Weekly Attendance (AWA) of which allow this Vestry or Designated Ministry to elect Members of Synod.

Signature of Incumbent or Priest-in-Charge:

Date Name (Please Print)



Additional Resources

Incumbent's Annual Statistical Return Handbook

An Excel workbook version (with four worksheets) of the Incumbent's Annual Statistical Return for use as a reference or working draft

What happens next



The data will be imported or entered in the Diocesan database



The statistical data you provide will be counted and reported to the National Office



Information provided will be shared with departments and ministries



Lay Member eligibility will be confirmed



Screening in Faith compliance will be verified



If there are any questions, a staff member will reach out to you for more information

Questions

AJITH PHILIP

Synod and Administrative Assistant

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aphilip@toronto.anglican.ca

CANON LAURA WALTON, ODT

Secretary of Synod

705-351-2033

lwalton@toronto.anglican.ca