



**LINE-BY-LINE WORKBOOK & INSTRUCTIONS
FOR THE 2005 PAROCHIAL REPORT
PAGE 2: MEMBERSHIP, ATTENDANCE, AND SERVICES**

MEMBERSHIP (DEFINED BY CANON I.17)

“All persons who have received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptisms have been duly recorded in this Church,” are members thereof. (Canon I.17.1)

Note: A person’s baptism, when duly recorded in the *Register of Church Membership and Rites* (also known as the *Parish Register* or *Church Register*) of the recording congregation, is his/her record of membership in the Episcopal Church.

ACTIVE BAPTIZED MEMBERS OF THE REPORTING CONGREGATION

For statistical purposes the Episcopal Church counts only *active baptized members*. Counting active members avoids double-counting of persons who are registered in another congregation and did not obtain a letter of transfer. Counting only active members also avoids counting persons who are not currently contributing to the corporate worship and communal life of the reporting congregation. Inactive members should be noted as inactive in the *Register of Church Membership and Rites* and should not be counted in the Parochial Report. By canon law they should remain on the membership rolls, however, until removed by reason of transfer or death.

A member, whether active or inactive, should not be removed from the *Register of Church Membership and Rites* except for the following reasons:

- Removal by reason of transfer (see Canon I.17.4)
- Death

Active Baptized Members defined: *Any person whose baptism is recorded in the Register of Church Membership and Rites (Parish Register) and contributes to or participates in the worship and communal life of the reporting congregation, regardless of how much or how little, should be considered active and counted in this report.*

Reasons why a member should be removed to inactive status:

- **Domicile unknown**—a member no longer attends and cannot be contacted by mail or phone.
- **Member has not attended the congregation** for more than a year and has not contributed either financially or in service to the parish.
- **The person attends another congregation**, but your congregation has never received a request for transfer.
- **The person is attending a church affiliated with another denomination**, and no longer gives to your congregation or participates in your congregation’s worship.

MEMBERSHIP, ATTENDANCE AND SERVICES OF THE REPORTING CONGREGATION

Line-by-line instructions for page 2, Box M05 and Items 1 through 21

Active Baptized Members of the Reporting Congregation Reported Last Year (this number will appear on the electronic data entry form and may also appear pre-printed in Box M04 of the hard copy Parochial Report form mailed with this workbook):

| | |
|--|--|
| Using Last Year's Report: Baptized Members of the Reporting Congregation | Using the 2004 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2004. (Use the number recorded in 2004 Parochial Report, Box M04.) |
| Members Reported Last Year = M04. <input style="width: 100px; height: 20px;" type="text"/> | |

At top of page 2 enter the record of active baptized members you reported at the end of last year as of December 31 from Box M04 of last year's Parochial Report. *Even if you disagree with this figure*, enter the amount you reported at the end of last year. You will have an opportunity to correct last year's membership in the increase and decrease sections of this report.

Then, using the congregation's Register of Church Membership and Rites, enter the number of increases and decreases in active membership that occurred during the report year in boxes 1 and 2 of the 2005 Parochial Report.

Box 1 All increases to active membership during the report year:

| | |
|---|--|
| Using the Register of Church Membership and Rites: | |
| During the Report Year | 1. Increases during year: All members added to the baptized members section of the congregation's Membership Register during 2005 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status or not counted in last year's membership count. |
| Increases in Membership | Total Increases = 1. <input style="width: 100px; height: 20px;" type="text"/> |

All persons added to the Register of Church Membership and Rites during the report year should be included in Box 1.

A person is added to the *Register of Church Membership and Rites (Parish Register)* for the following four reasons:

- **Baptism** _____
- **Letter of Transfer** _____

When a person moves into your congregation with a letter of transfer, s/he should be recorded in the baptismal section of your *Register of Church Membership and Rites*. Please note that if s/he in fact has been confirmed or received, this should be noted opposite the person's name on the same line under the column heading "Confirmed/Received."

- **On request, provided no letter of transfer is received** _____

A name may be added to a **Register of Church Membership and Rites** without a letter of transfer, provided that an energetic but unsuccessful effort has been made to obtain one.

- **Confirmation or reception by a bishop if, and only if, their baptisms have not been previously recorded** _____

If, and only if, at the time of confirmation or reception the person is added to the baptismal section of the register, he/she should be counted as an increase. The Bishop may receive a person in three different ways, according to the sections of the cited canon. Count those persons received by the Bishop during the report year through: (a) baptism and confirmation; (b) reception after confirmation by any bishop in apostolic succession; (c) reception of any baptized person into the Episcopal Church who has made a mature public commitment in another Church. Remember to indicate that the new member is confirmed in the appropriate column opposite the new member's name in the baptized members' section of the register.

Other Increases in reported active membership:

In addition to those persons added to the baptized member's section of the **Register of Church Membership and Rites**, the following increases in *active membership* should be included:

- **Restored to active status** _____

Count those persons restored from inactive status to active status in the Register of Church Membership and Rites during the report year. "Active" and "inactive" are defined on page 1 of this workbook.

- **Corrections to last year's membership count** _____

If your congregation under-reported membership last year, add the members that were not included in last year's active member total to the amount reported in Box 1.

Box 1 **Total increases during the year: 1.**

Add all increases you have noted above for the total increase during the year and record in Box 1 on page 2 of the Parochial Report form.

Box 2 **All decreases in active membership during the report year:**

| | |
|-------------------------------|---|
| During the Report Year | 2. Decreases during year: <i>All baptized members lost by death, transferred to another congregation, removed to inactive status, removed for other reasons, or not removed from last year's membership count.</i> |
| Decreases in Membership | Total Decreases = 2. <input type="text"/> |

All persons removed from the Register of Church Membership and Rites (Parish Register) should be included on line 2.

A person is removed from the *Register of Church Membership and Rites* during the report year for the following reasons:

- **Death (record number of member deaths)** _____

Include those persons whose baptisms were removed from your Membership Register during the year because they died.

- **Transferred out** _____

Count those persons who left the parish by official letter of transfer during the report year and were removed from the *Register of Church Membership and Rites*.

Other decreases in Active Membership that should be included are as follows:

- **Baptized Members who were changed to inactive status** _____

Count those persons who have been moved to inactive status in your register. "Active" and "inactive" are defined on page 1 of this workbook.

- **Members whose active status changed for other reasons** _____

Count those persons who have been "removed from active status" for disciplinary reasons.

Remember that becoming inactive is not a reason for removing a name from the baptized members' section of the *Register of Church Membership and Rites*. Rather, indicate inactive status in the appropriate column of the register.

- **Corrections to last year's membership count** _____

If your congregation over-counted membership last year, include the corrections to the amount to be reported in box 2.

Box 2 Total Decreases during the year: 2.

Add all decreases you have noted above for the total decreases in active membership during the year. Record the total in Box 2 on page 2 of the Parochial Report form.

Box M05 Total active baptized members at year-end

Last year + Increases - Decreases = This year

Box M04 + **Box 1** - **Box 2** = **Box M05**

Active Baptized Members of Reporting Congregation At year-end

M05. Add the Increases entered in box 1 to the amount in Box M03. Then subtract decreases entered in box 2 for the total active membership as of December 31, 2005.

Total Active Baptized Members (end of report year) = M05.

To the membership number carried forward from last year's report (*Box M04*) add the increases in box 1, and subtract the decreases in box 2. Record the total in Box M05.

This is your active baptized membership count as of December 31, 2005 and your beginning of the year count for the Parochial Report for next year (2006).

Box 3

All communicants in good standing regardless of age

Communicants in Good Standing of the Reporting Congregation

3. All communicants in good standing: *all baptized members (of the reporting congregation), who have received Holy Communion in this church at least three times during the preceding year, and have been faithful "in corporate worship, unless for good cause prevented," and "in working, giving and praying for the spread of the Kingdom of God."*

All communicants (Adults and Youth) in good standing = 3.

To be a *Communicant* one must be a baptized member of the reporting congregation. To be a Communicant one also must have received Holy Communion in this church at least three times during 2005. (See Canon I.17.2a)

Communicants in Good Standing are those communicants, "who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying and giving for the spread of the Kingdom of God."(See Canon I.17.3) **On Line 3, count all active members who are communicants in good standing regardless of age.**

Since the persons entered in line 3 have been previously counted as active baptized members, the line 3 total normally will be less than M05 (active baptized members). Under some circumstances line 3 might be the same as M05, but a congregation should never have more communicants in good standing than active baptized members.

Line 4, Communicants in good standing who are members under 16 years of age:

Youth in Good Standing

4. *Those communicants in good standing (counted on line 3) who are under 16.*

Communicants in Good Standing who are 15 years old or younger = 4. _____

Count those communicants in good standing, who were counted on line 3, who are 15 years old or younger.

Line 5, Others who are active:

Others Active

5. Others who are active *whose baptisms are not recorded in the Parish Register, or in another Episcopal Congregation.*

Others = 5. _____

On Line 5, count those persons, who share in the life of the congregation but do not fit the preceding membership categories. Include all adults and children who have not changed their denominational affiliation but attend your congregation and have not been added to the baptized members' section of the *Register of Church Membership and Rites*. This includes persons who are awaiting baptism and are active in the congregation. Do not count persons who are members of another Episcopal Congregation awaiting transfer.

This concludes the membership section of Page 2

Attendance and Services:

Use your congregation's Service Register for the following attendance and services information.

Box 6 Average Sunday Attendance

Using the Register of Church Services:

Average Sunday Attendance For 2005 **6. Sunday (and Saturday Evening) Attendance:** Divide total Sunday attendance by number of Sundays.

Avg. Sunday Attendance = 6.

To obtain the average Sunday attendance for the year, compute (add up) the total number of persons (children and adults) who attended all public Sunday services (include Saturday evening Eucharists if they are considered Sunday services). Using your *Service Register* will be easier if you bring forward a weekly subtotal of Sunday attendance for the year. Do not include those persons who attended Church School but did not attend any part of the Sunday service or a scheduled Sunday service for Church School students. Divide the total number of those attending all Sunday services by the number of Sundays in the report year in which services were offered and enter the average Sunday attendance in Box 6. Seasonal chapels will divide by the number of Sundays that services were held.

Line 7, Easter Attendance

Easter Attendance in 2005 **7.** Easter attendance (7) _____

On line 7, count, as recorded in the service book, the total number of persons, children and adults, who attended Sunday services for Easter, include Saturday evening Easter Vigil.

**Sacraments and Services:
Lines 8 through 10, Holy Eucharist Services**

Number of Holy Eucharists Celebrated during 2005

| | |
|--|------------|
| 8. Sunday & Saturday Evening Eucharists | (8) _____ |
| 9. Weekday Eucharists | (9) _____ |
| 10. Private Eucharists | (10) _____ |

On line 8 include the number of Saturday evening Eucharists as well as all Sunday Eucharists. Note that this figure (and others in this section) refers to services, not to people attending services.

On line 9 count the number of the scheduled public weekday Eucharists recorded in the *Register of Church Services*. Include Eucharists following Morning Prayer which constitute complete and separate services.

On line 10 count Eucharists that are part of a marriage or burial service, including complete and separate Eucharists, which precede or follow a marriage or burial service. "Private services" refer to Eucharists that are either: (a) not regularly scheduled; (b) celebrated in homes and institutions; or (c) have Holy Communion administered by Lay Eucharist Ministers. Include Holy Communion administered by clergy from the Reserved Sacrament.

Lines 11 through 14, Other Services

| | | |
|---------------------------|-------------------------------|------------|
| Daily Offices and Other | 11. Daily Offices on Sunday | (11) _____ |
| Services held during 2005 | 12. Daily Offices on Weekdays | (12) _____ |
| | 13. Marriages | (13) _____ |
| | 14. Burials | (14) _____ |

On line 11 count all Sunday, and on line 12 count all weekday, services of Morning and Evening Prayer, and other daily services (Compline, Noonday Office, etc.), even when followed by or used with the Eucharist.

On Lines 13 and 14, count marriages and burials recorded in your **Register of Church Services**, even if they are counted on line 10 because a Eucharistic Service was included. Line 14 is not necessarily the same as the number removed by reason of death from your **Membership Register**. Line 14 should be obtained from your *Register of Church Services*. Some who are buried may not have been members, and some members who died may not have been buried at the reporting site.

Baptisms, Confirmations and Receptions during the year:

| | | |
|---|------------------------------------|------------|
| <u>Using the Register of Church Membership and Rites:</u> | | |
| Baptisms during 2005 | 15. Baptisms 16 years and older | (15) _____ |
| | 16. Baptisms under 16 years of age | (16) _____ |

Count all baptisms recorded for the report year, adults (16 and older) on line 15 and youth (15 and younger) on line 16.

| | | |
|---------------------------|---|------------|
| Confirmations during 2005 | 17. Confirmations 16 years and older | (17) _____ |
| | 18. Confirmations under 16 years of age | (18) _____ |
| Received during 2005 | 19. Received by a Bishop | (19) _____ |

On lines 17 and 18 count the number of persons whose recorded confirmations took place during the report year. On line 17, count persons aged 16 and older. On line 18, record persons aged 15 and younger. For the purposes of this report, use the age (estimate if not known) on the last day of the reporting year for the age category.

On line 19 record the number of persons received by a bishop, because they are recognized as a member of the One, Holy, Catholic and Apostolic Church, and received into the fellowship of this Communion. Count those persons who have received the laying on of hands by a bishop in apostolic succession and received by a bishop of this Church, Canon I.17.1 (d).

Lines 20 and 21, Education:

| | | |
|--------------------|---|------------|
| Education: | | |
| Children and Youth | 20. Total Church School Students enrolled | (20) _____ |

On Line 20, count the number of children and youth in all grades who are enrolled. Do not include weekday parish Day School Students unless they were enrolled in Church School.

| | | | |
|------------------------|--|------------------------------|-----------------------------|
| Adult Education | 21. Did you have (a) scheduled Sunday or weekday adult education program(s)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------------|--|------------------------------|-----------------------------|

For line 21 indicate by “yes” or “no” whether your congregation provided any regularly scheduled adult Christian Education program(s) during the report year.

THIS CONCLUDES THE LINE-BY-LINE INSTRUCTION WORKBOOK FOR PAGE 2

- **FILL OUT PAGE 2 OF THE PAROCHIAL REPORT FORM USING ANY NOTES YOU HAVE MADE IN THIS WORKBOOK.**
- **FILE YOUR REPORT ONLINE AT THIS WEB SITE: [HTTP://PR.DFMS.ORG](http://pr.dfms.org)**
- **OR, MAIL THE COMPLETED FORM TO YOUR DIOCESE, TYPED OR HANDWRITTEN, TOGETHER WITH PAGE 1, CERTIFICATION, AND PAGE 3, THE FINANCIAL REPORT. DO NOT SEND THIS REPORT TO THE GENERAL CONVENTION OFFICE OR THE DFMS RESEARCH OFFICE.**
- **KEEP THIS WORKBOOK OR A PHOTOCOPY OF THE COMPLETED FORM FOR YOUR RECORDS.**
- **YOU MAY REVIEW YOUR DATA FOR PRIOR YEARS AT THIS WEBSITE: [HTTP://PR.DFMS.ORG](http://pr.dfms.org) USING YOUR UEID AND PASSWORD. SELECT THE VIEW/PRINT OPTION.**

Questions and Answers about Average Sunday Attendance

Who should be included in this count? *All persons of whatever age, lay or clerical, who participated in all or part of your services, in the nave, choir, or sanctuary on Sunday mornings (or Saturday evening if that is, in effect, an anticipatory Sunday Service).*

Do I count Easter? *Yes, as it always falls on Sunday.*

Do I count Christmas? *No (unless Christmas Day falls on a Sunday; in that case, count your Christmas Eve services as well as any services on Christmas Day).*

We have a service every Wednesday at 10:00 am and observe other holy days during the week. What about them? *Do not include attendance on those days.*

Grades 1-5 start out in church and then leave before the sermon for Church School. What about them? Count them. *They are in church for part of a Sunday service.*

We celebrate the Sunday Eucharist on Saturday night and have an early service at 7:30 a.m. on Sunday. Should I count those who attend? *Yes.*

We had a winter storm, which caused us to cancel our regular Sunday services last winter. Do we count that day as zero attendance in the total and divide by 52? *No, you should not count that Sunday, since services were cancelled. Instead take your total attendance and divide by 51 Sundays instead of the 52 Sundays you would normally average.*

What about marriages and funerals? *Do not count them.*

Our parish has a scheduled Sunday Liturgy and Eucharist for our Church School Students? They did not attend any part of the regular church service. Should I count them? Yes.

We have a special service for the EYF on Sunday evenings twice a month. Should we count them? No.

What is the simple way to compute average Sunday attendance? Go through the Register of Church Services and highlight the number in attendance at each Sunday morning service during the year. Add up the numbers and divide the total by the number of Sundays in the year (usually 52).

Please use your good judgment when tackling questions that may not seem to fit your congregation. When in doubt, first contact your diocesan office. Maria Christodoulou at (800) 334-7626 at the Episcopal Church Center is also available to answer questions about the Parochial Report.