

## 5.0 CONGREGATIONAL REPORTING (PAROCHIAL REPORTS)

An annual Congregational Report is required by ACNA Canons, Title I, Canon 6, Section 8. The ACNA has provided an online congregational reporting system that is due annually by March 1 for the previous year.

This discussion of Congregational Reporting is included in the *Rectors and Wardens Manual* for information and as an encouragement to effective ministry. Reporting annually on the state and progress of the church at all levels – *Provincial, Diocesan, Congregation and Church Plant* – unlike the drudgery it may seem – measures our leadership and our results in advancing God’s Kingdom.

The Anglican Church in North America (ACNA) has developed an annual reporting system in three parts. The Province will report based on Diocesan Reports based on Congregation Reports; so the Congregation Report is pivotal. Without responsible congregational reporting, the system fails.

Why is it an encouragement? Because the Congregational Report goes a long way toward holding us accountable for producing Kingdom results. Here are the particular subjects addressed in the ACNA’s annual Report, (minus the usual name, rank, and serial number identifiers, leadership information, and similar data on the particular parish):

### **1. Mission and Ministry**

#### **Worship Information**

- + Number of Sunday services (Annual Total)
- + Number of Holy Day services (Not on Sunday)
- + Number of Other Services excluding Holy Day services (e.g., Midweek)
- + Baptisms (Number of People)  
Young People (0-15) Young Adults (16-30) Adults (30+)
- + Confirmations (Number of People)  
From Anglican Church, From other Denominations
- + Number of known Conversions
- + Receptions (Number of People)
- + Marriages (Number of Couples)

#### **Average Principal Service Attendance**

- + Average Principal Service Attendance
- + Average number of adults per Principal Service
- + Average number of teens/young adults (ages 13/25) regularly attending Christian education or worship services per Principal Service Day
  
- + Average number of children (ages birth-12) regularly attending Christian education or worship services per Principal Service Day

*\*NOTE: See 1 – 3.0 – 1 Church Registry – If you do not have a means of maintaining permanent records permanently, be advised.*

## **New Initiatives for Mission and Ministry**

How many new people brought into your church through outreach and evangelism in the community (Not transfers from other churches)

### **MISSION**

- + Provincial Mission: (Total Mission Trips) (Number of people who went on Mission Trips)
- + Global Mission: (Total Mission Trips) (Number of people who went on Mission Trips)
- + Companion Diocese(s)
- + Do you sponsor missionaries abroad?
- + Other Mission?

### **Optional Reporting**

## **2. Financial**

### **Financial**

- + Annual Operating Income (include total from pledges, regular offerings and total from other sources)
- + Projected Annual Income (include total from pledges, regular offerings and total from other sources)
- + Projected dollars to be given to the Diocese next year
- + Giving to the Diocese represents \_\_\_% of Congregation Operating Budget
- + Projected frequency of giving to Diocese (i.e., monthly, quarterly, etc.)
- + Other giving outside the Congregation

## **3. Ethnic**

### **Ethnic Information**

- + Ethnic congregations or worship services: Is your congregation primarily Native Peoples? Select: Native American, First Nation, Kenyan, Nigerian, African American, Hispanic, Niobrara (Sioux), Karen (Burmese), Asian. Anything else?
- + Is your congregation primarily 1st generation immigrant?
- + Are worship services conducted in language(s) other than English