

TERRITORY OF THE PEOPLE ANGLICAN CHURCH
360 Nicola Street
Kamloops, BC V2C 2P5

Guide for Annual Reports

There are a number of reports to be completed and returned to the Territory Office following the Annual General Meeting. Please do this as soon as possible, and **NO LATER THAN March 15, 2021**. The **coloured forms are to be filled out (PLEASE PRINT)**, photocopied for your records, and then **the coloured forms along with the minutes of your Annual General meeting must be returned to the Territory Office at the above address.**

The reports are as follows:

1. **Directory** – addresses, phone and contact information for parish officers and contacts.
2. **Parish Statistics** – information kept on hand for our own use, and shared with the national office. **“Council of the North funding is based on these statistics, especially the Average Weekly Attendance.”**ⁱ Parishes with ecumenical shared ministry have the option to complete **either** the Territory Annual Statistical Report Form, **OR** the Annual Shared Ministry Statistical Report.
3. **Certificates of Election:**
 - Delegates to the Territory of the People Assembly.*
 - Each parish can have 2 delegates and 2 alternates
 - Each parish can have 2 youth (between 16 & 20).
 - In conjunction with the Central Interior Council of Indigenous Peoples, provision is also made for increased First Nations delegates closer to the time of the Assembly, using a nomination process.
4. **Lay Ministers of Word and Sacrament** – please be sure your AGM has approved those names on the list and indicate the categories requested. New licenses will be issued for everyone each year on completion of the Armatus Safe Church on-line training. Please Note: there are separate forms for **new** and **continuing** LMWS
5. **Lay Administrators** – please be sure the AGM has approved those names on the list.

If you have questions about any of the above, please call the Territory Office 778-471-5573.

6. **Statement of Income and Expenditures:** The information is used to collate the total parish income for the Territory of the People for General Synod, and the ‘Total Operating Income’ is used as a base to determine Christian Sharing. **We will also need a copy of the parish’s audited or reviewed Financial Statements for 2020.**
7. **Property Statistics:** Under kindergartens also include any operating Day Care Centres, Play Schools and use by School Boards for regular classroom space. This information must be accurate to ensure proper coverage under Liability Insurance covering all buildings in the Territory.

Thank you for completing and forwarding to me these Annual Reports by the due date. Having all the forms completed makes it easier for me to compile data which has to be submitted by this office to the National Church.

Margaret Mitchell
Office Coordinator

ⁱ Average weekly attendance will include Sunday/Church school, Holy Week, Christmas & regular mid week services; hospital & house communions; parish sponsored Anglican services in public facilities. **Note** - do not include weddings, funerals, church committee & regional meetings, special events or conferences beginning with or ending with worship.