

DIOCESAN FORMS & REPORTS

Here's a list of required forms, applications, and reports along with their deadlines.

NOTICE OF ANNUAL MEETING DATE ~ DUE ASAP

We ask that the date of your annual meeting be shared with the Diocesan Office as soon as possible. Please use this brief form which can be submitted by anyone. If you don't see your church listed, someone has already submitted your meeting date:

https://episcopalmaine.formstack.com/forms/meeting_date

ANNUAL CONGREGATIONAL REPORT ~ DUE 30 DAYS AFTER ANNUAL MEETING IS HELD

Please complete this report within 30 days after holding your annual meeting. Please include a copy of your Annual Report and By-Laws by using the upload function on the form or emailing pdfs to Teresa Pinney at tpinney@episcopalmaine.org. Anyone in a leadership or employee position may submit this form after you've held your meeting:

https://episcopalmaine.formstack.com/forms/congo_report

PAROCHIAL REPORT ~ DUE 3/1/18

Parochial Reports to the national church are due March 1, 2018. Guidelines are available here: <http://www.episcopalchurch.org/page/parochial-report>. You will need the UEID and PIN which will was mailed to your church in January in order to log on. Once submitted, please mail a copy of the signature page to Cn. Terry Reimer, Episcopal Diocese of Maine, 143 State Street, Portland ME 04101. Complete your online report here: <http://pr.dfms.org/>

CLERGY ANNUAL REPORT ~ DUE 3/2/18

The canonically **required** report from clergy to the bishop must be completed by March 2, 2018. It is to be completed by each deacon and priest both active and retired:

https://episcopalmaine.formstack.com/forms/clergy_annual_report_for_2017

CERTIFICATE OF DELEGATES ~ DUE 6/30/18

Please submit the names and email addresses of your elected delegates and alternates to the 2018 Diocesan Convention which will be held on Saturday, October 27th at the USM Abromson Center in Portland. Please indicate on the certificate whether or not these are the same delegates who will represent the congregation at the Electing Convention in February of 2019. It must be prepared and submitted by the Rector, Vicar or Priest in Charge, or a Warden or Clerk of the Vestry, if you don't have a priest:

https://episcopalmaine.formstack.com/forms/cert_delegates