

# Guidelines for Completing Schedule A

## Parishes are Required to Complete Schedule A Online

Please collate your data on the attached form for your Parish records and then enter this data online on the Schedule A link on the Diocesan website

[www.wn.anglican.org.nz/serving/the\\_anglican\\_centre/schedule\\_a](http://www.wn.anglican.org.nz/serving/the_anglican_centre/schedule_a)

**Your data will be sent directly to the Anglican Centre**

and you will receive an automated reply

**If you have any queries, please ring Karen on 04 472 1057**

### **1. Membership**

- Number of people on the Parish Electoral Roll: taken from the Parish Electoral Roll.
- Number of people on the Parish Pastoral Roll: this should include individuals, including all children, with whom the Parish/Mission Unit has some contact.

### **2. Church Attendance**

- This includes attendance at services of worship at places such as rest homes, retirement villages and/or community living centres (but EXCLUDES weddings and funerals)

### **3. Church Services**

- Number of 'worship locations' where regular services are held should include churches, halls, rest homes, retirement homes, community centres or any place where services are held regularly.
- Sunday, weekday, fortnightly or monthly services should be self-explanatory.

### **4. Number of Givers**

- Envelopes and Direct Credit – this covers both individuals and families; a couple may have one envelope between them (counts as one) while another couple may have an envelope or automatic payment each (counts as two). The number includes envelope and other regular giving arrangements such as bank transfers. (Combine the totals)
- "Other" giving is irregular, quarterly or annual giving, even when recorded and receipted.

### **5. Ministry to Young People**

- Number of groups held on either weekdays or Sundays.
- The column "number of members" is for typical attendances.
- Young Adults are those who have left college and includes tertiary students.

### **6. Intentional Mission Communities**

- Intentional missional communities have the characteristics of clear leadership, predictable and regular patterns of explicit mission and a regular pattern of fellowship. These communities are led by people within your ministry unit but exist to connect to people not currently fellowshipping within church congregations. Some examples of missional communities are Urban Vision, Blueprint. If any such groups exist in your ministry unit – please include the name of any local group along with the numbers for each category. Otherwise please state N/A (not applicable).

### **7. Looking Outwards at the Diocesan Priorities set each year at Synod – these are annual figures**

- This year's Diocesan priorities, set at Synod include child poverty, the housing crisis and climate change / carbon emissions.
- Estimate the dollar value of the collected goods over a typical time period and scale to an annual figure.

## 8. Adult Groups

- Number refer to groups held at any time during the week or weekend
- Please state how many groups of discipleship focus are there in your Parish/ Ministry Unit as listed. For any not listed, please give the name(s) and the number of groups.

## 9. Sacramental

- Baptisms are the total number of baptisms per age group recorded for the year in the Register of Baptisms.
- Confirmations or reaffirmations of faith for all age groups as an annual figure.

## 10. Ministry team

Details included in the first six questions are required of us annually by the Charities Commission. You now only need to provide the numbers of average hours per week.

- **Fulltime Clergy and Laity**

For fulltime paid clergy (clergy paid a full stipend for that position) and fulltime paid laity, please put the number of male and female clergy, and male and female laity – for the purposes of this return, fulltime hours are calculated at 40 hours per week even if more are worked.

- **Part Time Clergy and Laity**

For part time paid clergy (clergy paid a part stipend for that position) and part time paid laity please put the number of male clergy and female clergy, and male and female laity along with the combined hours worked in an average week.

- **Voluntary Clergy and Laity**

- For voluntary clergy (clergy not paid a stipend for that position) and voluntary laity (not paid for their services) please put the number of male clergy and female clergy, and male and female laity, along with the combined hours worked in an average week.

- Voluntary laity are those who perform a regular relied upon function such as those who clean the linen, play music each week, run the opshop, prepare the parish newsheets, etc. This category does not include people who are on rotating rosters such as Liturgical Assistants, sidesmen or readers, etc., or people who are on committees or help at irregular intervals.

## 11. Ministry Team Numbers

- Numbers of male and female are required along with the number of paid and voluntary and total combined average hours worked for paid and voluntary.

## 12. Mission Unit/ Parish Demographics

- Age Demographics of the Mission Unit/Parish - Estimate figures for the month of **NOVEMBER** and average them for the return.
- Ethnicity of Mission Unit /Parish. The categories supplied are the same categories used in the Census questionnaire.

**Please submit the completed Schedule A online**

**by 31 March 2019**

**Remember to retain a copy of Schedule A for your Parish Records**