



THE ANGLICAN DIOCESE OF CALGARY

Instructions for Completing the Annual Return Forms

1. Introduction:

This document contains guidance for completing the Annual Return. This consists of seven forms:

1. Notice of Election of Synod Delegates
2. Notice of Election of Officers
3. General & Statistical Information
4. Financial Information
5. Property and Content Insurance
6. Health & Safety
7. Missional Footprint

In order to comply with National Church and our Canon requirements, we ask that each of these forms be completed and returned to the Diocesan Office **before March 14, 2026**. Your assistance and cooperation in meeting this deadline is appreciated. Remember that those who have not followed our Canons and not returned forms by the deadline will not have synod delegates in that year.

Wardens and/or the Incumbent must fill in the forms, as they need to sign.

2. General & Statistical Information form:

The General Information part of the Annual Return provides areas for you to share information on the people who provide ministry in your parish. These are helpful for us but also for being clear with the Charities Directorate.

Section A: Contact Information.

Section B: Names & contact information of your representatives and leaders for 2026.

Section C: Statistics of attendance from 2025. If it helps you, we have included a chart to keep track of Sundays and other service days. We do not require this chart. It is simply to aid in your task.

This section helps us to calculate how many delegates will represent your parish at Diocesan Synods. Sections C, D and E includes numbers which our office must forward to the National Church.

Section D: Parish Records. This is information which we send to the National Church which we are required to supply. Please fill this in from your Register.

Section E: A listing of Parish workers, whether paid or unpaid. We need to know how many people fit into each of these categories for National Church statistics.

3. Financial Information:

This form is fairly self-explanatory. Please note, this form is foundational for calculating your parish Apportionment obligations. If you do not complete the form, your Apportionment will likely be higher than necessary. Please pay close attention to the instructions on the second page.

Unlike past years, the **Summary Form must be filled in**. In addition to the Summary Form, **please include copies of the Financial Statements, Report of Accounts Examiner, and Budget documents** that were presented to your Annual Meeting of Parishioners.

4. Property and Content Insurance:

Please pay close attention to the need to review the values you have declared for insurance coverage purposes. If your building and/or contents are undervalued, you may find that any claim for loss incurred is reduced for being under-insured.

5. Missional Footprint:

We ask that you share your parish's Missional ministry information with us.

6. Summary:

When the Annual Return forms have been completed and signed, they are to be returned to the Diocesan Office:

By Mail: The Anglican Diocese of Calgary
8336 – 34 Avenue NW
Calgary, Alberta T3B 1R2
By Email: diocese@calgary.anglican.ca

If submitting the forms by email, it is preferable to incorporate all the forms into one document, rather than attaching them individually.

If you need any help filling out the forms, please do not hesitate to contact the Executive Officer, The Rev. Charmaine Evans at officer@calgary.anglican.ca. Please do remember to sign all the forms in the appropriate places.

Thank you so much for helping us to ensure you have a voice at Synods, and that we have the information we need to help you in providing the mission and ministry God calls us to in this Diocese.