



## Diocese of Rupert's Land

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January 12, 2025

To: Wardens, Incumbents, Treasurers & Chairs of Parish Vestries/Councils

Enclosed in this mailing are the annual year-end forms. We remind wardens to work with the other members of their vestry to submit these forms by March 15, 2026. The diocese is committed to connect with and support all parishes that are contained within its boundaries and these year-end forms are an integral part of that system for improving connection through communication and we appreciate the time to complete them.

The diocese makes use of distribution lists to disseminate information and we ask that all wardens, treasurers, administrators, elected Synod delegates and lay readers list an email in their contact information. It is also important that people notify us when they change their information.

**The following forms must be submitted to the Diocesan office by March 15, 2026.**

1. 2025 General Synod Representation – Parish Statistics
2. Certificate of Election of Church Wardens & Lay Delegates for 2026
3. Parish Officers & Staff 2026
4. Annual Parish Demographic Statistics for 2025
5. Accumulated Study Leave Form (for clergy to complete)
6. Children/Vulnerable Adult's Ministries Safety Check Form
7. Certificate of Clergy Compensation (previously sent but also included)
8. The Annual Parish Financial Statement Summary with the Annual Insurance Report

While most forms cannot be finalized until after the parish Annual General Meeting (AGM), please ensure the forms, as well as the responsibilities around AGM are reviewed beforehand.

These forms will be available online through our website as a fillable .pdf. Please ask Diocesan Office Coordinator, Melissa Nixon any questions you may have in regards to year-end forms.

Thank you in advance for responding in a timely manner.

Yours in faith,

Bob Wedlake, Secretary of Synod