

Annual Reporting of Parish Statistics

January 17, 2017

Two surveys are conducted each calendar year in order to obtain important data from each NEMA parish – the ACNA's Congregational Reporting and NEMA's State of the Diocese. Beginning in 2016, the schedule for the latter was made coincident with the former, which currently is in effect through March 1, 2017. The objective of this schedule change is to minimize duplication of effort required at parishes for gathering and reporting statistical data. This new schedule also provides time for more effective analysis and meaningful reporting of the data you submit for NEMA's State of the Diocese.

Several (but not all) data requested through each of these surveys is identical. Information generated using data supplied through these surveys is important because:

- † It is used to ensure the proportional representation of your parish and our diocese in the councils of the Church;
- † It helps our diocese move beyond anecdotal information in order to evaluate larger trends within our Church;
- † It is an opportunity to update vital contact information for you and your congregation.

The information provided not only serves these purposes, but also substantiates your local parish as a member of the REC for the purpose of maintaining your local 501(c)3 status. This status allows parishioners to deduct contributions to your parish from their income taxes and may be critical in obtaining relief from your state's sales taxes.

ACNA Congregational Reporting (CR)

You should soon be receiving an email announcing that the ACNA CR process for 2017 is open, using a web-based system. March 1, 2017, will be given as the date by which congregational surveys need to be completed. Please use the directions provided by the ACNA email you receive to complete the on-line survey for your congregation by the due date. Please contact Ron Riches, our Diocesan Administrator for the CR process, or the ACNA support staff if you need help with the CR process.

NEMA State of the Diocese

The survey is provided for your use in two forms (attached):

1. A Microsoft Excel file (*2017 NEMA State of the Diocese Survey v1.0 17.01.17.xls*), which is the simplest method for completing the survey. To use this method, download the file and open it using Microsoft Excel (2003 or

later), tab from field to field (or position to a field using the mouse) and enter the relevant data. The data you enter will be captured for use in the statistical report even if your entry is longer than the field is able to display. Fields automatically calculate as you enter data. Simply fill in the relevant fields, save a copy and email a completed survey file to Ron Riches at phron@earthlink.net.

2. An Adobe Acrobat file (*2017 NEMA State of the Diocese Survey v1.0 17.01.17 – PRINT VERSION.pdf*), which is the method for you to use if you are unable to use the Microsoft Excel version of the survey. To use this method, download the file and print it. Enter the relevant data on the printout, make a copy for your records and scan and email the completed survey to Ron Riches at phron@earthlink.net. If you are unable to scan and email your completed survey, then please mail a hard copy to:

Ronald E. Riches
51 Whippoorwill Ln
Sparta, NJ 07871

The due date for submission of your completed NEMA State of the Diocese survey is Friday, March 17th, 2017 to ensure that your parish's information is included in the NEMA State of the Diocese Report that will be presented to the Diocesan Council November 2017.

Your cooperation in completing these surveys is greatly appreciated! Please direct your questions to Ron Riches at phron@earthlink.net or 973.729.4153.