

Hello All,

You should have by now received an email directly from the ACNA informing you that the ACNA's Congregational Reporting process has now begun for the congregations in our diocese. The same system is being used as in the last 3 years, so most of you will find the process to be familiar. These **reports are due March 1st**. NEMA's annual statistical reporting, State of the Diocese Survey, is being conducted concurrently with this ACNA reporting. Please see the NEMA website for details on how to accomplish the NEMA reporting.

ACNA Congregational Reporting

Please realize that for the purposes of this report, the working definition of a 'Congregation' is broader than that of an established parish. A Congregation is "a unique worshipping community where the Word is preached and the sacraments are celebrated." In the past, some congregations have not reported when they could have because they assumed that they needed to be fully independent. If you are not sure whether or not your worshipping community is a 'congregation' you can find more information here: www.acna.org/help

Below is some more information about the process, the web platform, and the PDF:

How Do I Get Started?

If you have logged in to this system before and remember your password (or have a few educated guesses about your password) go here: http://www.acna.org/r/sign_in

If you haven't used this system before, and/or despair of remembering your password, this Quick Start Guide will lead you through the steps to get going: www.acna.org/quick-start

Why Does This Matter?

This reporting is important because it:

- 1) ensures the proportional representation of your congregation and diocese in the councils of the Church.
- 2) helps our diocese and province move beyond anecdotal information in order to evaluate larger trends within our Church.
- 3) is an opportunity to update vital contact information for yourself and your congregation for the diocese and potential visitors.

How Does This Report Help Visitors Find My Congregation?

The online reporting software is the foundation of the new provincial website and parish finder, and your congregation's particular page will be a point of contact for those looking for an Anglican church in your area. Although the reporting season will end on March 1st, you have access to this system year-round in order to be able to update information about your parish (worship times, programs, etc.) and highlight your ministries for prospective visitors.

Is there a hard copy of the report?

Yes, the report is attached to this email as a PDF. Some congregations prefer to hand out sections of the PDF to the relevant ministry leaders (ex. the “Worship” section goes to the Rector, “Stewardship” section goes to Treasurer, etc.) have them fill it in on paper first, and then add it to the online system.

What if I Need Assistance?

- 1) The website has both video tutorials and a FAQ section where you can find answers.
- 2) You can contact me at **phron@earthlink.net** and if I know the answer I will be happy to help you.
- 3) There is a “Support” tab on the website, where a volunteer is available to assist you. (Please understand that there will be thousands of people using the system, but there are only a few support staff. If you don’t get someone via live chat right away, you can leave a message and they will get back with you as soon as they are able.)

Ron Riches
NEMA State of the Diocese Committee Chairman
ACNA Diocesan Coordinator for Congregational Reporting