

Diocese of New Jersey  
Guidelines for Church Offices

This listing is a guide, a set of reminders. We hope that it will prove to be a useful tool in the Church Office. Most items below are preceded with a reminder/form via email or hard copy through the postal service and can be found on our website: [www.dioceseofnj.org](http://www.dioceseofnj.org). Please keep this list handy in case you mislay your mail or forget to read your emails. Suggestions for improvement that add clarity are welcome. Contact [anotte@dioceseofnj.org](mailto:anotte@dioceseofnj.org) with questions.

**Month    Due    Item**

**January:**

- 15      Resolutions for convention
- 15      Deputy Certification Form (15<sup>th</sup> or within three days after Annual Meeting during which deputies and alternates are elected to attend the upcoming convention)
- 15      Non-Parochial Reports
- UTO Grant Applications due in the Bishop's office in late January/ early February

**February:**

- Reservation and registration deadlines for convention (within the first two weeks in February)
- Pre-Convention Hearings (within the first two weeks in February)
- 15      Church Officials Form

**March:**

- 1      Parochial Reports filed electronically to The Episcopal Church  
(Please send a hard copy to the Diocesan Office by May 1 – Att: Finance Department)
- 1      Clerical Compensation Report (Att: SCCC or email to [SCCC@dioceseofnj.org](mailto:SCCC@dioceseofnj.org))
- 1      Van Duzer Scholarship Application (Att: Youth Department)
- 1      Parish Annual Reports (Att: Finance Department)

**April:**

- 1      ECW Service Award Application
- Spring Convocation Meetings during (April/May) at which Board of Mission members are elected - (Submit listing of those elected to Diocesan House)

**May:**

- 1      Hard copy of Parochial Report to Diocesan Office – Finance Department

**September:**

- 1      Audits: It is a Canonical Requirement to have an annual congregational audit. Submit to Diocesan House, Att: Finance Department  
<http://www.dioceseofnj.org/documents-resources-and-forms/resources-for-churches/audits/>



**October:**

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| 1  | Missions: Annual Report and Assistance Request   |
|    | Nominations for convention elections (due the last week in October – date varies)  |
|    | Fall Convocation Meetings (September/October) during which Deans, Nominating Committee members, and Secretary of Convocation are elected - (Submit listing of those elected to Diocesan House) |
| 30 | Budget Allocation Forms due in the Finance Department at Diocesan House  |

**December:**

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| 4 | Form for Consideration of Bishop’s Appointment due in Bishop’s Office |
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**Ongoing:**

- Safe Church training – recertification required every five years.
- Remarriage Applications for Bishop’s consent are due in the Bishop’s Office 30 days prior to the remarriage.
- Canons state that the Bishop shall visit a congregation every three years - Title III, Canon 12, Section 3(a). Schedule your visit by contacting the Bishop’s Executive Assistant at extension 11.
- Confirmations during the Bishop’s visit must be documented on an Official Acts Form that needs to be returned to the Diocesan Office within three days after the visit.
- Property Inspections should be on a 5-year rotation; Safety Inspections are on a 3-year rotation.
- Transition Ministry information can be obtained from our website [www.dioceseofnj.org](http://www.dioceseofnj.org) or the Transition Ministry Office or watch for the monthly email announcement.
- The Episcopal Church Constitution and Canons: <http://www.episcopalchurch.org/page/constitution-canons-and-other-publications>
- Diocese of New Jersey Constitution and Canons: <http://www.dioceseofnj.org/constitution-and-canons/>
- Manual of Business Affairs: <http://www.episcopalchurch.org/page/manual-business-methods>
- Organists – contact the American Guild of Organists: <https://www.agohq.org/> or Substitute Organist Service - Church Music Solutions: [www.ChurchMusicSolutions.com](http://www.ChurchMusicSolutions.com)
- Church Property Matters: Canon Phyllis Jones at extension 31.