



## The Diocese of New Jersey

June 15, 2016

Dear Friends in Christ,

Peace and blessing. I pray that all of you will have a good Summer, and that you anticipate an increase in your ministries as we move into Fall. I write on behalf of the Board of Missions, to say that it is time for the Annual Report to be filed. A hard copy is enclosed with this mailing, and the forms will be available on the diocesan website as well. An email was also sent from Canon Constance White to which this letter was attached.

The Annual Report is required by Diocesan Canon and takes only a few minutes to complete. **IT IS DUE OCTOBER 1<sup>st</sup>**. Please note that this is the Canonical deadline and it is earlier than in 2015 due to a revision to Diocesan Canon 27 – Board of Missions. Your cooperation in returning the Annual Report greatly assists the work of the Board of Missions. All annual reports and requests for 2017 mission assistance should be sent to Canon Constance White at Diocesan House.

If your mission is requesting assistance, your report **MUST** be received at Diocesan House by October 1<sup>st</sup> in order to be considered for financial assistance in 2017. This deadline is also a Canonical requirement. The following items must be submitted with your application:

- Part II of the Annual Report: Request for a Mission Assistance Grant for 2017
- 2016 budget including last year's actuals
- Most recent parochial report
- Most recent annual report to the congregation
- Audit for 2015
- Financial statement for the first six months of 2016 showing budget and actual figures
- A copy of your mission's 2015 Clergy Compensation Report which was due to the Diocese by March 1, 2016. This is a new requirement. If your mission has not filed this report and needs assistance in completing the report, please contact The Reverend Valerie Balling, Chair of the Standing Committee on Clergy Compensation, at 732-297-4607 or at [revballing@stbarnabas-sbnj.org](mailto:revballing@stbarnabas-sbnj.org). Grants will not be recommended to Diocesan Council without submission of this report
  - Please note that if your mission is granted funding for 2017, the 2<sup>nd</sup> quarter disbursement (and beyond) will not be issued until the 2016 Clergy Compensation Report is submitted to the Diocese – the diocesan deadline for the 2016 report is March 1, 2017.

Thank you for your attention to this. Please call me or Canon Constance White at the Diocese with any questions and concerns.

Faithfully yours,

*Bruce Montgomery*

The Reverend Bruce Montgomery  
Chair, Board of Missions

ELECTRONICALLY STAMPED WITH PERMISSION

Enclosure