

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. 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 with questions.

Month Due Item

January:

- 15 Resolutions for convention
- 15 Deputy Certification Form (15th or within three days after Annual Meeting during which deputies and alternates are elected to attend the upcoming convention)
- 15 Non-Parochial/Licensed Clergy 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 Report – hard copy to the Diocesan Office – Att: Finance Department (File electronically to The Episcopal Church by May 1)
- 1 Clerical Compensation Report (Email to SCCC@dioceseofnj.org)
- 1 Parish Annual Reports (Att: Finance Department)

April:

- 1 ECW Service Award Application
- 1 Van Duzer Scholarship Application (Apply and file electronically only-www.dioceseofnj.org)
Spring Convocation Meetings during (April/May) at which Board of Mission members are elected - (Submit listing of those elected to Diocesan House)

May:

- 1 Parochial Report filed electronically to The Episcopal Church by May 1

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/>



Month Due Item**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/November) 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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| 1 | Marks of Mission Minimum Giving Pledge due to Diocesan Finance Office. |
| 1 | Form for Consideration of Bishop's Appointment due in Bishop's Office |

Ongoing:

- Safe Church training – recertification required every five years.
- In the year 2000 the 73rd General Convention of The Episcopal Church resolved that "the lay and ordained leadership of the Episcopal Church, including all ordained persons, professional staff, and those elected or appointed to positions of leadership on committees, commissions, agencies, and boards be required to take anti-racism training and receive certification of such training. Watch for workshops and training events held throughout the year.
- Remarriage Applications for Bishop's consent are due in the Bishop's Office 30 days prior to the remarriage. Available in English and Spanish.
- 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 or the Transition Ministry Office or watch for the monthly email announcement.
- The Episcopal Church Constitution and Canons: https://www.episcopalchurch.org/files/documents/2015_candc.pdf
- Diocese of New Jersey Constitution and Canons: <http://www.dioceseofnj.org/constitution-and-canons/> Available in English and Spanish.
- 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
- Church Property Matters: Canon Phyllis Jones at pjones@dioceseofnj.org