

2022 FAITH COMMUNITY ANNUAL REQUIREMENTS

In accordance with The Episcopal Church (TEC) and ECMN canon law and policy, below are annual requirements of every faith community and the dates by which they are required. This list is intended as a resource and a guide, not as a “checking up” on you. You do not need to submit or return this form. We’ll continue to revise this each year to make it more helpful for you. Please contact Sandra Stevenson, your Missioner for Networking, with any questions: sandra.s@episcopalmn.org.

Documents and reports submitted annually to the diocesan office:

- [Parochial Report](#) filed by March 1st. [TEC I.6.1]
- Leadership and Delegate Survey has been completed, providing names, email and mailing addresses, and telephone numbers of duly elected wardens, other members of the Vestry, Treasurer and Secretary, Lay Delegates and Alternate Lay Delegates. Should changes occur, the Bishop’s office will be notified promptly.
 - [103, 501,207.3 & 501.10]
Completed promptly or within seven days of the annual meeting. Completed ASAP after election at annual meeting, or at least 60 prior to Convention and in the form prepared and distributed by the Secretary of Convention

Certify your compliance with these canons and best practices:

- Annual Meeting was/will be held on _____ [103 & 105¹]
- Full financial statements for the most recent preceding fiscal year will be provided to the Bishop’s office before Convention. [702.3]
- Standard business methods as set forth in the [Manual of Business Methods \(MoBM\) in Church Affairs](#) are observed and practiced. [702.1]
- Audit has been completed *and will be submitted to the Bishop if requested*. [ECMN 702.4]
- Diocesan Treasurer has been advised in writing of intent to pay MMS, or written request for apportionment review has been submitted by January 15. [703.4]
- We are fully compliant with [Safe Church requirements](#), which must be renewed every three years:
 - Tier I: Faith community-wide training including introduction and overview of the six policy documents, both Tiers II and III
 - Tier II (Safe Church for God’s Children): Completed by everyone who has access to facilities and/or is in ministry with children, youth, or vulnerable adults
 - Tier III (Safe Church for God’s People): Completed by all paid staff, clergy, spiritual directors, lay eucharistic ministers, and any other volunteer leaders involved in overseeing or leading pastoral care ministries for adults.
- We are fully compliant with [Background Check requirements](#), which must be renewed every three years:

¹ References are to ECMN Canons unless otherwise noted.

- All paid staff, clergy (not supply clergy), spiritual directors, lay eucharistic ministers, and any other volunteer leaders involved in overseeing or leading pastoral care ministries for children, youth, or vulnerable adults.
- Everyone who has access to facilities.
- Governing documents have been reviewed and conform to the Canons within the past 10 years and if changes were made, revised documents have been conveyed to the Diocesan office. [ECMN 105.4]
 - contact the office for sample bylaws