

**PARISH FORMS (ANNUAL RETURNS)**

- 1(1) Under Canon Five, s. 6(7), the Diocesan Council prescribes the following forms of registers and forms for certifying information from a register:
  - a) Register of Baptisms; which shall be in Form 5A;
  - b) Register of Confirmations, which shall be in Form 5B;
  - c) Register of Marriages; which shall be in Form 5C;
  - d) Register of Burials, which shall be in Form 5D;
  - e) Register of Services; which shall be in Form 5E; and
  - f) Forms for Certifying Information from a Register, which shall be in Form 5F.
  
- 1(2) Under Canon Five, s. 7, the Diocesan Council prescribes the following Forms:
  - a) The Parish Annual Statistical Form, including The Key to Recording Annual Parish Statistics, which shall be in Form 5F; and
  - b) The Parish Officers and Leadership Form, which shall be in Form 5G.
  
- 1(3) Under Canon Six, s. 2(1)(d), the Diocesan Council prescribes the following Forms:
  - a) The Parish Annual Financial Return, which shall be in Form 6A and
  - b) The Parish Auditors Certification Form, which shall be in Form 6B.
  
- 1(4) Under Canon Seven, s. 6, the Diocesan Council prescribes the following Form:
  - a) The Annual Baptisms Register Report, which shall be in Form 7A.
  
- 2(1) The Rector or incumbent of a parish shall submit the following completed forms to the Secretary of the Synod not later than March 15 annually:
  - a) Form 5F- The Annual Statistical Return;
  - b) Form 5G - The Parish Officers and Leadership Form
  - c) Form 6A- The Parish Annual Financial Return;
  - d) Form 6B- The Auditors Certification Form; and
  - e) Form 7A- The Annual Baptisms Register Report
  
- 2(2) The Rector or incumbent of a parish shall submit the information required by subsection 1(2) by an on-line filing in the [Diocesan Information Management System \(DIMS\)](#).
  
- 2(3) If the Rector or incumbent of a parish is unable to complete an on-line filing as required by subsection (1), she or he may submit the information by mail.

Adopted  
07 November 2007