

DIOCESAN FORMS & REPORTS

Here's a list of required forms, applications, and reports along with their deadlines.

LAY LICENSING APPLICATIONS ~ DUE 12/31/16

Please use this online form (to be signed by the priest-in-charge or senior warden, in absence of a priest) to apply for Worship Leader, Eucharist Ministers, and Eucharistic Visitors licenses before Dec. 31, 2016: <https://episcopalmaine.formstack.com/forms/laylicensing>. Find information about Preaching Licenses and more on the [diocesan website](#).

NOTICE OF ANNUAL MEETING DATE ~ DUE ASAP

We ask that the date of your annual meeting be shared with the Diocesan Office as soon as possible. Please use this brief form which can be submitted by anyone: https://episcopalmaine.formstack.com/forms/meeting_date

ANNUAL CONGREGATIONAL REPORT ~ DUE 30 DAYS AFTER ANNUAL MEETING IS HELD

Please complete this report within 30 days after holding your annual meeting. Anyone in a leadership or employee position may submit this form after you've held your meeting: https://episcopalmaine.formstack.com/forms/congo_report_2017

CLERGY ANNUAL REPORT ~ DUE 3/3/17

The canonically required report from clergy to the bishop must be completed by March 3, 2017. It is to be completed by each deacon and priest both active and retired: https://episcopalmaine.formstack.com/forms/clergy_annual_report_for_2016

PAROCHIAL REPORT ~ FILING BEGINS 1/2/17; DUE 3/1/17

Online filing of 2016 Parochial Reports to the national church will begin January 2, 2017. Guidelines will be available here: <http://www.episcopalchurch.org/page/parochial-report>. Log onto <http://pr.dfms.org/> to complete the report online. A card with UEID and PIN will be mailed to your church. It is the joint duty of the Rector, or other Member of the Clergy in charge, and the lay leadership to prepare and file the Parochial Report. (Canon I.6.1) Reports should be completed by March 1, 2017. Please mail a copy of the signature page to Cn. Terry Reimer, Episcopal Diocese of Maine, 143 State Street, Portland ME 04101 once submitted.

CERTIFICATE OF DELEGATES ~ DUE 6/30/17

Please submit the names and email addresses of your elected delegates and alternates to the 2017 Diocesan Convention which will be held on Saturday, October 28th at the Cross Center in Bangor. It must be prepared and submitted by the Rector, Vicar or Priest in Charge, or a Warden or Clerk of the Vestry, if you don't have a priest: https://episcopalmaine.formstack.com/forms/cert_dels