



2021 FORMS & REPORTS

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 MEETING

Please complete this report within 30 days after holding your annual meeting. It is important for us to have up-to-date contact information for your 2021 leaders! Anyone in a leadership or employee position may submit this form after you've held your meeting: https://EpiscopalMaine.formstack.com/forms/congo_report

PAROCHIAL REPORT ~ DUE 3/1/21

Parochial Reports for 2020 are due on March 1, 2020. Guidelines are available here: <https://episcopalchurch.org/research/forms-and-instructions>. Complete your online report here: <https://reports.dfms.org/>. Last year churches were prompted to create a new login (an email address) and password. If you have trouble logging in this year, please be in touch with Cn. Terry Reimer, treimer@episcopalmaine.org. After you have submitted the report, please mail a copy of the *signature page only* to Terry Reimer, Episcopal Diocese of Maine, PO Box 4036 Portland ME 04101. (Need help? Terry will field questions prior to Town Hall on Tuesday, January 19 from 4:30-5:00 pm.)

CLERGY ANNUAL REPORT ~ DUE 3/18/21

The canonically required report from clergy to the bishop must be completed by March 18, 2021. It is to be completed by each deacon and priest, including retired and inactive clergy:

https://episcopalmaine.formstack.com/forms/clergy_annual_report_for_2020

CERTIFICATE OF DELEGATES ~ DUE 7/15/21

Please submit the names and email addresses of your elected delegates and alternates to the 2020 Diocesan Convention which will be held on Saturday, October 17th at USM in Portland. It must be signed 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/certificate_2020