

October 2018

Miss Susan E Pope
Diocesan Secretary
Tel: 01727 818130
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Dear Incumbent,

Annual Statistics for Mission 2018 – for submission by 24 February 2019

I am writing to ask you to start the process of collecting this year's statistics for mission figures.

Thank you to all of you who submitted forms for 2017, particularly those who helped with the process by using the online portal. It is important that we receive returns from all parishes not only for use within the diocese but also to ensure that the national church has accurate information about us. If you need help with providing the information please ask [Sue Luckhurst](#).

The on-line facility for the 2018 data collection will be available from Monday 1 October 2018 for you to fill in your October count figures and enter your 2018 APCM Electoral Roll and Easter 2018 figures. In order that we can collate the statistics for onward transmission to meet the deadline placed on us by the National Research and Statistics Department, please submit this information to us by **24 February 2019**.

It is a great help if the original data is submitted on-line and we hope that you will make good use of this resource. Again, we are very happy to help if you have a difficulty with the on-line process for your church/parish.

By using the online portal you will see your previous year's figures on the Welcome page where the graphs show your figures for ER, Christmas & Easter, Average Weekly Attendance, Baptisms, Marriages & Funerals together with Income and Expenditure figures as reported for the previous year. We are planning to add further graphical data soon. Graphical data is also available via the [Dashboards](#) on the diocesan website.

This information and guidance notes are on the [website](#) to help first time users retrieve a password and login and also as a reminder for past users.

- Submit your data online here at <https://myd.io/stalbans>
- Login with your email address and your password (from last year or newly created)
- Click on Statistics for Mission (left hand side bar)
- The form for your church will open on the Electoral Roll tab
- Select October Count tab for the October returns
- Save your entries but don't mark complete until the whole form is finished in January
- Paper copies of the form may also be downloaded from the online portal, click on Print Form which will be tailored to your parish.

Alternatively you can download a blank Word or PDF version which is available from the diocesan [website](#) or visit www.stalbans.anglican.org/diocese/statistics-for-mission-annual-returns/ .

As in previous years I have copied this message to Parish Administrators / Secretaries and Churchwardens, where we have a note of their e-mail addresses. This is to keep them in the picture, and also to cater for the situation in some parishes, where someone else completes the form on the incumbent's behalf, or where there is an interregnum. It is recommended that each parish nominates, from within the above-mentioned group, a "primary respondent" to collate your information.

If you have any queries about the 2018 statistics form please contact [Sue Luckhurst](#) in the first instance: sluckhurst@stalbins.anglican.org.

With kind regards,

A handwritten signature in black ink that reads "Susan Pope". The signature is written in a cursive style with a large, looped initial 'S'.

Susan Pope
Diocesan Secretary

Copied to: Parish Administrators / Secretaries and Churchwardens.