

**Diocese of New Jersey  
Guidelines for Church Offices**

This listing is a guide, a set of reminders about due dates for church reports/applications throughout the year. We hope that it will prove to be a useful tool in the Church Office. Most items are linked and/or the web address provided. Please keep this list handy in case you your mail or email gets misdirected. Suggestions for improvement that add clarity are welcome. Contact [mwhite@dioceseofnj.org](mailto:mwhite@dioceseofnj.org) with questions.

| <b>Month</b>     | <b>Due</b> | <b>Item</b>  |
|------------------|------------|--|
| <b>January</b>   | 15         | Resolutions for Convention   |
|                  | 15         | <a href="https://dioceseofnj.org/wp-content/uploads/2024/01/DepCertificationRev2024-Fillable.pdf">Deputy Certification Form</a> : Submit by the 15 <sup>th</sup> or within three days after Annual Meeting during which deputies and alternates are elected to attend the upcoming Convention. ( <a href="https://dioceseofnj.org/wp-content/uploads/2024/01/DepCertificationRev2024-Fillable.pdf">https://dioceseofnj.org/wp-content/uploads/2024/01/DepCertificationRev2024-Fillable.pdf</a> )                       |
|                  | 15         | UTO Grant Applications due in the Bishop’s office late January/early February.   |
| <b>February</b>  |            | Reservation and registration deadlines for convention within the first two weeks in February.  |
|                  |            | Pre-Convention Hearings within the first two weeks in February.  |
|                  | 15         | Church Officials Form ( <a href="https://dioceseofnj.org/wp-content/uploads/2022/02/DNJ-Officials-Form-fillable.pdf">https://dioceseofnj.org/wp-content/uploads/2022/02/DNJ-Officials-Form-fillable.pdf</a> )  |
|                  | 28         | <a href="https://dioceseofnj.formstack.com/forms/report_of_nonparochial_clergy">Non-Parochial/Licensed Clergy Reports</a><br>( <a href="https://dioceseofnj.formstack.com/forms/report_of_nonparochial_clergy">https://dioceseofnj.formstack.com/forms/report_of_nonparochial_clergy</a> )   |
| <b>March</b>     | 1          | Parochial Report – hard copy to the Diocesan Office – Attn.: Finance Department. File electronically to The Episcopal Church by May 1. ( <a href="https://dioceseofnj.org/parochial-report-forms-instructions/">https://dioceseofnj.org/parochial-report-forms-instructions/</a> )   |
|                  | 1          | Clerical Compensation Report: Email to <a href="mailto:SCCC@dioceseofnj.org">SCCC@dioceseofnj.org</a><br>( <a href="https://dioceseofnj.org/standing-commission-on-clerical-compensation/">https://dioceseofnj.org/standing-commission-on-clerical-compensation/</a> )   |
|                  | 1          | Parish Annual Reports due to the Diocesan Office – Attn.: Finance Department   |
| <b>April</b>     | 1          | ECW Service Award Application (English: <a href="https://dioceseofnj.org/wp-content/uploads/2023/03/2023-ECW-NJ-Student-Service-Award.pdf">https://dioceseofnj.org/wp-content/uploads/2023/03/2023-ECW-NJ-Student-Service-Award.pdf</a> , Español: <a href="https://dioceseofnj.org/wp-content/uploads/2023/03/Spanish-Version-2023-Student-Service-Award-Application-Translation.pdf">https://dioceseofnj.org/wp-content/uploads/2023/03/Spanish-Version-2023-Student-Service-Award-Application-Translation.pdf</a> ) |
|                  | 1          | Van Duzer Scholarship Application. ( <a href="https://dioceseofnj.org/van-duzer-scholarship-fund/">https://dioceseofnj.org/van-duzer-scholarship-fund/</a> )   |
|                  | 1          | Spring Convocation Meetings during May/April at which Board of Mission members are elected. Submit listing of those elected to Diocesan Office.  |
| <b>May</b>       | 1          | Parochial Report filed electronically to The Episcopal Church by May 1.<br>( <a href="https://dioceseofnj.org/parochial-report-forms-instructions/">https://dioceseofnj.org/parochial-report-forms-instructions/</a> )   |
| <b>September</b> | 1          | Audits: Congregational Audits are required by Canon. Submit to Diocesan House, Attn.: Finance Department. ( <a href="https://dioceseofnj.org/congregational-audits/">https://dioceseofnj.org/congregational-audits/</a> )  |

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|-----------------|----|--|
| <b>October</b>  | 1  | Missions: Annual Report and Assistance Request   |
|                 |    | Nominations for convention elections (due the last week in October, date varies)   |
|                 |    | Fall Convocation Meetings (September/November) during which Deans, Nominating Committee members, and Secretary of Convocation are elected. Submit listing of those elected to Diocesan Office.   |
|                 | 30 | Budget Allocation Forms due in the Finance Department of the Diocesan Office.  |
|                 |    |  |
| <b>December</b> | 1  | Marks of Mission Minimum Giving Pledge due to the Diocesan Finance Office.   |
|                 | 1  | Form for Consideration of Bishop's Appointment due in the Bishop's Office. ( <a href="https://s3-us-west-2.amazonaws.com/dioceseofnj/wp-content/uploads/2019/11/Bishops-Appointments-Form.pdf">https://s3-us-west-2.amazonaws.com/dioceseofnj/wp-content/uploads/2019/11/Bishops-Appointments-Form.pdf</a> ) |

### Ongoing:

- Safe Church training – recertification required every three years. ([https://dioceseofnj.org/know\\_your\\_story/safechurch/](https://dioceseofnj.org/know_your_story/safechurch/))
- The 73<sup>rd</sup> General Convention of The Episcopal Church in 2000 resolved that “the lay and ordained leadership of The Episcopal Church, including all ordained persons, professional staff, and those elected or appointed to positions of leadership on committees, commissions, agencies, and boards be required to take anti-racism training and receive certification of such training. Training opportunities are posted on the diocesan website. ([https://dioceseofnj.org/know\\_your\\_story/anti-racism-training-schedule-announced-for-2022/](https://dioceseofnj.org/know_your_story/anti-racism-training-schedule-announced-for-2022/))
- Remarriage Applications for the Bishop's consent are due in the Bishop's Office 30 days prior to the remarriage. Available in English and Spanish. (<https://dioceseofnj.org/wp-content/uploads/2023/10/2023-ReMarriageAftDivorceApplicationFRENCH.doc>)
- Title III, Canon 12, Section 3(a) requires that the Bishop shall visit a congregation every three years. Schedule your visit by contacting the Bishop's Executive Assistant ([mwhite@dioceseofnj.org](mailto:mwhite@dioceseofnj.org)). (<https://dioceseofnj.org/wp-content/uploads/2024/01/Guidelines-for-Visitation-2024.pdf>)
- Confirmations during the Bishop's visit must be documented on an Official Acts Form that must be returned to the Diocesan Office within three days after the visit. (<https://dioceseofnj.org/wp-content/uploads/2024/01/Official-Acts-Form-2023.pdf>)
- Property Inspections should be on a five year rotation, Safety Inspections are on a three year rotation.
- Transition Ministry information can be obtained from our website or the Transition Ministry Office. A monthly announcement is also sent via email. (<https://dioceseofnj.org/ministry/transition-ministry/>)
- Benefits enrollment must be completed within 30 days of hire: (<https://dioceseofnj.org/human-resources/>)

### Resources:

- The Episcopal Church Constitution and Canons can be found here: <https://generalconvention.org/constitution-and-canons/>
- The Diocese of New Jersey Constitution and Canons can be found here:
- The Manual of Business Affairs can be found here: <https://www.episcopalchurch.org/finance-office/manual-of-business-methods/>
- The American Guild of Organists: <https://www.agohq.org/>
- Substitute Organist Service – Church Music Solutions: <https://www.churchmusicsolutions.com/>
- For Church Property Matters contact Canon Phyllis Jones at [pjones@dioceseofnj.org](mailto:pjones@dioceseofnj.org) (<https://s3-us-west-2.amazonaws.com/dioceseofnj/wp-content/uploads/2014/05/RealEstateMemorandum13-5.pdf>)