

STATISTICS FOR MISSION – 2011

Annual Parish Return for the year ending 31 December 2011

Please complete the return by 29 February 2012

1. Introduction – the good news!

As we did last year, we are asking for far less information than previously, which should make it much easier for parishes. While you will still need to collect weekly statistics in your register, the amount of detail to send to the diocese is very much less.

2. Why bother collecting them at all?

We really appreciate your help in collecting these statistics, as they provide very valuable information for assessing the overall progress of the Diocesan Mission. Let me reassure you that the parish data which is collected is only used for regional and diocesan purposes and is not published.

The statistical data is still entered on-line on the secure registry website <https://secure.anglican.asn.au/registry/yearbook> (detailed instructions from the Deputy Registrar, Mrs Catherine Rich are on the reverse side of this page.) If you do not have access to the internet, please contact your regional office and they will send a copy of the return to you.

3. What details are needed?

Average attendance for the whole year is not needed, but just an average of the 4th Sunday in February, May, August and November.

For non-Sunday and non-weekly congregations, just record the data for the next applicable date. If there is a clash with a special event on those dates, then use data from the next 'normal' week.

You will see a drop-down box under 'location' to help with indentifying each congregation.

You will see that the form asks for day, time, location, frequency, and the number of those 18 years and older, and those under 18 years.

Do not count children who attend only part of a regular service in the numbers (such children should be included under the Sunday School heading.)

For youth, it is assumed that some of those counted under youth programs will also be counted in the church attendance, so we ask for an estimate of how many youth have been included in the church attendance figures.

4. What is not needed?

Most other things have been excluded. We are no longer asking about special services, style of service, language, numbers of baptisms, confirmations, weddings and funerals, other programs or staffing. Of course, you will still record that information locally, but it is not vital at a diocesan level for mission planning.

5. Where to now?

You may find it helpful to print a copy of the statistics form off the internet before you enter your data on-line, so that you know what is required.

If you have any questions concerning the completion of this return, please contact your regional office. **As there is information required, it would be really helpful if you could complete this return by 29 February 2012.**

Thank you again for your co-operation. Your assistance with this important work is very much appreciated.

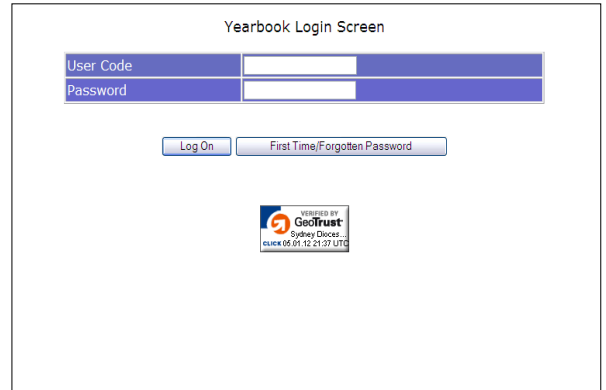
ACCESSING THE ANNUAL STATISTICS AND THE SECURE REGISTRY WEBSITE

Who can login?

The Annual Statistics can be accessed and data entered through the secure Registry website. The incumbent is the only person who automatically has this access. If you wish you can nominate one other person to have parish access, eg Assistant Minister, Administrative assistant, churchwarden etc. Please ask them to contact or email me with their full name and their email address, so I can set up their access.

The secure Registry website is <https://secure.anglican.asn.au/registry/yearbook>. Once you have entered this address, add it to your favourites for easy reference. A 'Registry' link is also available from www.sydneyanglicans.net from the black directory drop down box.

To the right is what the login page looks like, make sure you are trying to login through the Registry Year Book site and not the SDS site.



Incumbents login instructions

It is fairly straightforward to register, if you haven't done so already. You need to identify yourself - Click 'First Time/Forgotten password', enter your date of birth and enter your email address. Once you do this an email will be sent to your current email account, giving you a user code and password. If you have already registered and forgotten your password, follow the same process by clicking 'First Time/Forgotten password' and an email will be sent to you with a new password.

Please let me know of any other email address you would like to use (maximum of two) as these have to be entered on the database before you can successfully log in.

What to look for and how to enter data

Once you log onto the site, select the Statistics menu option, then Maintain Annual Statistics. Your parish name and the year should be listed by default, click OK. You can only edit the year that needs to be entered, which is 2011. You also have access to all the previous years' statistics for your parish, but this is read-only. If there are any corrections you believe need to be made to historic data, please contact your regional office.

If you have more than one church centre in your parish you will notice the additional tables for each centre are no longer included. The tables have been replaced with a 'drop down' facility under location which includes the church names. The 'Service Time' field is in 24 hour format. If you enter 9 and click update the program will list the time as 9.00am, if you enter 19 and click update the program will list the time as 7.00pm.

As you enter your data, please use the 'Tab' key to move from field to field, as this prompts the data to calculate and ensures you don't miss a field. The fields are a combination of drop down and numeric fields. If you make a mistake and would like to remove the data you have entered you are able to delete a line at a time by 'ticking' the 'Del' (delete) field at the end of each row. The 'Del' field will be displayed once you enter some data. When you enter your data make sure you enter a complete row before you click update, otherwise you may lose your data. Once you have completed entering your data click the orange 'Update' field at the end of the page.

Please contact me on 9265 1526 or registry@sydney.anglican.asn.au if you have any trouble accessing the website.

Mrs Catherine Rich
Deputy Registrar