

STATISTICS FOR MISSION - 2007
Annual Parish Return year ending 31 December 2007
Please complete return by 15 February 2008

1. Introduction - Why bother collecting these statistics?

We really appreciate your help in collecting these statistics as they provide very valuable support for assessing the progress of the Diocesan Mission and providing other information that is essential for our planning. Let me reassure you that the parish data collected is only used for regional and diocesan purposes and is not published in the Year Book.

The statistical data required is now 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 and are unable to complete your return, please contact your regional office and they will send a return to you.

2. Parishes and Churches

Includes churches, congregations, fellowships and church plants, for which the parish has responsibility. It excludes services that might be held in parish facilities but conducted by another organisation such as a school.

3. Average Attendance for Regular Services

A "regular service" is one that is held on a Sunday, Saturday or mid-week, conducted at least once per month and open to all. Special regular services should be shown on a separate line. Average numbers at church services should be based on the average of the total attendances for that congregation over the whole year.

If children and youth (18 years and below) attend only part of a regular service, please do not include them in this section, include them under Children and Youth Programs.

A question has been inserted after Children and Youth programs so we can accurately assess the number of young people attending regular services, who have not been already counted under Youth Fellowship (not Sunday School).

Please indicate if any of the services are non-English speaking. Style of service means BCP (Book of Common Prayer); AAPB (An Australian Prayer Book); APBA (A Prayer Book for Australia), Sunday Services or informal.

4. Attendance at Special Services

Please show attendance at Easter: Good Friday and Easter Day; and Christmas: Christmas Eve and Christmas Day. This helps us to complete our picture of the number of people with whom we make contact.

5. Children and Youth programs

We are keen to have accurate numbers for all the typical regular children's and youth activities and contacts. However, so that we do not double-count them, please note the request in point 3 above.

6. Staffing

It is important that we collect "No.of Temps/Contractors" as it is required for insurance purposes. People in this category include those employed regularly for a set period of time, such as administrative staff, but does not include occasional workers such as plumbers or gardeners who may provide work every two months or so.

"Clergy" and "Lay" fields provide data so that we can determine the number of clergy and lay in various positions. To enter this information you need to enter your data into the appropriate column and tab to the "Total" column, then continue tabbing to the "Clergy" and "Lay" columns and enter the required data. This needs to be completed for each member of staff.

If you find that some of your data does not 'fit' into the options available please use the closest option and estimate your figures.

You may find it helpful to print a copy of the statistics form off the internet so you know what data is required to be entered before you enter your data online. If you have any questions concerning the completion of this return, please contact your regional office. **Please complete this return by 15 February 2008.**

Thank you for your cooperation. Your assistance with this important work is very much appreciated.

Dr Philip Selden
Registrar

22 January 2008

Please turn over

ACCESSING THE ANNUAL STATISTICS AND THE SECURE REGISTRY WEBSITE

The Annual Statistics can now be accessed and data entered through the secure Registry website. The incumbent is the only person who has automatic access. The incumbent can nominate another person to have parish access, eg Assistant Minister, administrative assistant, churchwarden etc. Please ask them to email me providing me with their full name and contact information, so I can set up their access.

Registry website address and links

The Registry website is <http://www.sydneyanglicanregistry.com.au>. This is a new address, I have moved all the application forms to an unsecure page for easy access. This page has links to both the secure page and unsecure page. Under the Registry heading click the link 'Log on to the secure Registry site' and you will be directed to the login page. If you have <https://secure.anglican.asn.au/registry/yearbook> listed in your favourites this address will still work. A link is also available from www.sydneyanglicans.net from the black directory drop down box.

Please note that the Registry websites and its programmes have been developed using Windows Internet Explorer.

Login for those whose information is recorded on the Registry database (Incumbents, Assistant Ministers, Churchwardens etc)

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 note that the website will now accept Hotmail and Yahoo type email addresses. Please let me know of any other email address you would like to use or if your email address has recently changed. Correct email addresses need to be recorded on our database first before you can successfully log in.

Login for those who the Registry has set up their access

If I have set up your access previously the above instructions to login will not work for you. You will need to know your login and your password. If you have forgotten either of these, please contact me. If you have recorded your login and your recent password you should be able to login without any problems. Depending when you last logged in, your password may have expired. Passwords are current for 3 months. As long as your password is correct, still proceed to login. Enter your user code and password then click 'Logon'. If your password has expired a window will come up asking you to create a new password. Once you create a new password and click 'OK' the system will log you in.

Once you have logged in

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 2007. You also have access to view or print 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 with the amendment. Under the Statistics menu option you can view/download another copy of this instruction sheet if you need it.

As you enter your data, please use the 'Tab' key to move from field to field, as this prompts the data to calculate. The fields are a combination of drop down and tick boxes 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' field at the end of each row. The 'Del' (delete) field will be displayed once you enter some data. You don't have to wait until you have all your information before you can enter it, you can enter the data a row or a section at a time. Just make sure you enter a complete row before you click update, otherwise you may lose your data. Once you have completed entering your data scroll down to the bottom of the page and click the orange 'Update' field under the Staffing table. Please note that if at any stage you click 'Back' on your internet browser your data will not be saved, make sure you click the orange 'Update' button.

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