



# Diocese of Edinburgh

## Scottish Episcopal Church

EDINBURGH DIOCESAN OFFICE ● 21A GROSVENOR CRESCENT EDINBURGH EH12 5EL

10 November 2021

## TO ALL INCUMBENTS, PRIESTS IN CHARGE & VESTRY SECRETARIES

The time of year has, again, arrived when various end-of-year forms are needed. We issue these knowing that, for many of you, they will be completed in your spare time, as you give your time voluntarily. We *do* appreciate that, and are grateful for all that you do for the congregation you are a part of. All the forms are to be completed online which, hopefully, is easy for both yourselves *and* our office staff here. We have set them up as easy clickable forms, with as many tick boxes/drop-down boxes as possible. You can now save your forms in Google and go back to them later, as well as saving a copy of them at the end of the process. If you want a copy of your 2020 return, for reference, please email us: [office@edinburgh.anglican.org](mailto:office@edinburgh.anglican.org) These are the forms required:

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### Google Forms

#### 1. CONGREGATIONAL STATISTICS

This is a Canonical requirement (Canon 50), and is to be completed NOT LATER THAN 10 DAYS AFTER THE EVE OF ADVENT SUNDAY. This year, that date is **TUESDAY 7 DECEMBER 2021**.

#### 2. DIOCESAN SCHEDULE\*

#### 3. PVG CHECKLIST

\* - if your AGM is after 31 December, please complete the form anyway and update any changes later

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[click here](#) for the forms web page

Ultimately, **we must have everything back by 31 December 2021**. In the meantime, if you have any queries, please do let me know, and I will do my best to help.

With all good wishes and thank you for doing this once-a-year bit of administration.

With all good wishes and thanks,

A handwritten signature in blue ink, appearing to read 'S. Filsell', with a stylized flourish at the end.

Simon C Filsell  
**Diocesan Administrator**

A handwritten signature in blue ink, appearing to read 'Robert Guthrie', with a stylized flourish at the end.

Robert Guthrie  
**Assistant Diocesan Administrator**