

Congregational Statistics Return 2021

This Return should be forwarded to the Diocesan Office NOT LATER THAN 10 DAYS AFTER THE EVE OF ADVENT SUNDAY (7 December 2021), in accordance with Canon 50.

* Required

STATISTICS

1. RETURN of the state of the Congregation of... [select your charge name below] *

...during the Year ending on the Eve of Advent Sunday 2021

Mark only one oval.

- St Mary's Cathedral
- BALERNO St Mungo's
- BATHGATE, St Columba's
- BO'NESS St Catharine's
- COLDSTREAM St Mary and All Souls
- DALKEITH, St Mary's
- DALMAHOY St Mary's
- DUNBAR St Anne's
- DUNS Christ Church
- EDINBURGH Christ Church, Morningside
- EDINBURGH Good Shepherd, Murrayfield
- EDINBURGH Holy Cross, Davidsons Mains
- EDINBURGH Old St Paul's
- EDINBURGH St Barnabas Moredun
- EDINBURGH St Columba-by-the-Castle
- EDINBURGH St Cuthbert's, Colinton
- EDINBURGH St David's, Pilton
- EDINBURGH St Fillan's, Buckstone
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- EDINBURGH St John's, Princes Street
- EDINBURGH St Margaret's, Easter Road
- EDINBURGH St Mark's, Portobello
- EDINBURGH St Martin of Tours
- EDINBURGH St Michael and All Saints
- EDINBURGH St Ninian's, Comely Bank
- EDINBURGH St Paul's and St George's
- EDINBURGH St Peter's, Lutton Place
- EDINBURGH St Philip & St James
- EDINBURGH St Salvador's, Stenhouse
- EDINBURGH St Vincent's, Stockbridge
- EYEMOUTH, St Ebba's
- FALKIRK, Christ Church
- GALASHIELS, St Peter's
- GRANGEMOUTH, St Mary's

- GULLANE St Adrian's
- HADDINGTON Holy Trinity
- HAWICK St Cuthbert's
- INNERLEITHEN, St Andrew's
- JEDBURGH, St John's
- KELSO, St Andrew
- LASSWADE St Leonard's,
- LINLITHGOW, St Peter's
- LIVINGSTON
- MELROSE Holy Trinity
- MUSSELBURGH St Peter's,
- NORTH BERWICK St Baldred's,
- PEEBLES St Peter's
- PENICUIK St James the Less,
- ROSLIN St Matthew's
- SELKIRK St John's
- SOUTH QUEENSFERRY, St Mary of Mount Carmel
- WEST LINTON St Mungo's
- EDINBURGH Mustard Seed

CONGREGANTS

Note: this refers to all Baptised adherents of the Anglican Communion

2. 1a. Estimated number of MALE Persons of all ages belonging to the Congregation *

3. 1b. Estimated number of FEMALE Persons of all ages belonging to the Congregation *

COMMUNICANTS' ROLL

Canon 41.2 defines the Communicants' Roll - "In each church the cleric having charge of that congregation shall continuously keep and regularly revise at least annually a list of names and addresses of those members of that congregation who have communicated in that Church during the twelve months preceding, or who for good and sufficient reasons having been unable to do so shall have satisfied the cleric that they have so communicated in the Scottish Episcopal Church or in some Church in full communion therewith."

4. 2a. Number of MALE Persons on the Communicants' Roll as defined by Canon 41.2 *

5. 2b. Number of FEMALE Persons on the Communicants' Roll as defined by Canon 41.2 *

BAPTISMS & CONFIRMATIONS

6. 3. Number of Persons Baptised – under 6 *

Note: "Under 6" means children prior to the day of their sixth birthday.

7. 4. Number of Persons Baptised – over 6 *

Note: "Over 6" means those baptised on or after their sixth birthday.

8. 5. Number of Children admitted to Communion post-Baptism, pre-Confirmation *

9. 6. Number of Persons Confirmed *

MARRIAGES, BURIALS & COMMUNIONS

10. 7. Number of Marriages solemnised *

11. 8. Number of Burials or Cremations *

12. 9. Number of Celebrations of Holy Communion – Public, Private and House *

Include all celebrations of Holy Communion – Public, Private and House Communions. This refers to the number of celebrations, NOT the number of communicants at such celebrations. For example, a public service of Holy Communion with 10 communicant attendees would count as ONE celebration.

COMMUNICANTS:
Eastertide

Note: Eastertide means Easter Day and six days thereafter. The figures given should include all Communions made with the Reserved Sacrament.

13. 10. Number of Communicants at Eastertide – Easter Day to Easter Saturday inclusive including Reserved Sacrament *

COMMUNICANTS:
Sunday next before
Advent

Note: If there is no celebration of Holy Communion on the Sunday next before Advent, the Sunday nearest should be taken instead.

14. 11a. Number of MALE Communicants on the Sunday next before Advent *

15. 11b. Number of FEMALE Communicants on the Sunday next before Advent *

ATTENDANCE: Sunday next before Advent

Include all attendees including children and guests.

16. 12a. Total MALE attendance on the Sunday next before Advent *

17. 12b. Total FEMALE attendance on the Sunday next before Advent *

TOTAL of COMMUNIONS

18. 13. Total number of Communion made throughout the year at celebrations, including those made when Deacons administer. *

19. 14. Total number of Communion made throughout the year with the Reserved Sacrament (excluding public worship) *

FORM COMPLETION

20. Add any qualifying notes here:

21. YOUR NAME *

22. TITLE *

Mark only one oval.

RECTOR

PRIEST IN CHARGE

INTERIM RECTOR

23. VERIFICATION QUESTION - add the last number of your birth year. *

24. Date *

Example: January 7, 2019

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EDINBURGH DIOCESAN SCHEDULE 2021

* Required

1. Email *

Before
you
start

You may find it helpful to get all your information to hand, so you can complete this in one go. However, you will get a link at the end, when you submit, to return to the form later, and add information. [NOTE: Make sure you keep a record of that link, as only you will receive that]

Also - if you do not have certain data (e.g. someone does not have an email address) just enter a couple of dashes, and it will allow you to carry on.

2. Would you like a copy of this form emailed to you, once you have submitted it? (this would come from the Diocesan Office, once received there)

Mark only one oval.

Yes

No

3. NAME OF CHARGE *

Mark only one oval.

- St Mary's Cathedral
- BALERNO St Mungo's
- BATHGATE, St Columba's
- BO'NESS St Catharine's
- COLDSTREAM St Mary and All Souls
- DALKEITH, St Mary's
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- ROSLIN St Matthew's
- SELKIRK St John's
- SOUTH QUEENSFERRY, St Mary of Mount Carmel
- WEST LINTON St Mungo's

VESTRY SECRETARY

4. Vestry Secretary Name *

5. V Sec Address (inc postcode)

6. V Sec Telephone

7. V Sec Email

TREASURER

8. Treasurer Name *

9. Treasurer Address (inc postcode)

10. Treasurer Telephone

11. Treasurer Email

AUDITOR

12. Auditor Name *

13. Auditor Address (inc postcode)

14. Auditor Occupation

Mark only one oval.

- Qualified Accountant
- Unqualified Accountant
- Other financial professional
- Other

15. Auditor Telephone

16. Auditor Email

DIOCESAN SYNOD LAY REPRESENTATIVE

Elected at your last AGM

17. Lay Representative Name *

18. Lay Rep Address (inc postcode)

19. Lay Rep Telephone

20. Lay Rep Email

21. Alternate Lay Representative Name *

22. Alt Lay Rep Address (inc postcode)

23. Alt Lay Rep Telephone

24. Alt Lay Rep Email

PVG
COORDINATOR

Please remember that, if you appoint a new coordinator, the Bishop's permission must be obtained before they commence their work.

25. PVG Coordinator Name *

26. PVG Coordinator Address (inc postcode)

27. PVG Coordinator Telephone

28. PVG Coordinator Email

CHURCH ARCHITECT

29. Architect Name *

30. Architect Address (inc postcode)

31. Architect Telephone

32. Architect Email

PROPERTY

INSURANCE DETAILS

Please enter WHOLE numbers (i.e. no decimal places, £ signs or commas)

33. Insurance - Date last reviewed (year) *

Insurance levels

(no £-sign needed)

34. Church

35. Rectory

36. Hall

37. Other Property (amount)

38. Description of Other Property

39. Insurance Company

40. NOTES/COMMENTS about the insurance

OTHER PROPERTY DETAILS

41. Is your church building listed? *

Mark only one oval.

YES - see below

NO

42. Listing Category

Mark only one oval.

A

B

C

43. Have there been any changes of property ownership since the last report?

Mark only one oval.

Yes - see below

No

44. If so, please give details:

FORMAL & CANONICAL

45. Have there been any changes in your Constitution? *

Mark only one oval.

Yes

No

46. If there have been any changes, please give details here:

47. What date was your last Congregational AGM?

Example: January 7, 2019

48. Were the Annual Accounts presented to, and approved at, that AGM?

Mark only one oval.

Yes

No

49. If the Accounts were not, please give details here:

CERTIFY & SIGN

As this is an electronic form, we just need a little extra to certify the submission.

50. Your name *

51. Your Rector or Priest-in-Charge's name *

52. The last 4 digits of your Scottish Charity Number *

Complete

Thank you - you can now submit your form.

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Annual Safeguarding Checklist 2021

For details of publications/procedures mentioned here, go to

<http://www.scotland.anglican.org/who-we-are/organisation/safeguarding/>

* Required

1. Email *

2. Name of Charge *

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- WEST LINTON St Mungo's

3. Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church? *

Mark only one oval.

- Yes
- No

4. Notes

5. Is the 'Childline' & Silverline' Posters displayed in the Church and other church premises? *

Mark only one oval.

Yes

No

6. Notes

7. Notes

8. Notes

9. Is the name and contact details of the PVG Coordinator displayed within the Church and the Church buildings? *

Mark only one oval.

Yes

No

10. Notes

11. Does the PVG Coordinator have a copy of the Child Protection Training Booklet? *

Mark only one oval.

Yes

No

12. Notes

13. Do they have a copy of the Protecting Vulnerable Adults Booklet? *

Mark only one oval.

Yes

No

14. Notes

15. Are the contact details of the Diocesan Protection Officer and the Provincial Officer for the Protection of Children and Vulnerable Adults displayed within the Church? *

Mark only one oval.

Yes

No

16. Notes

17. Does the Vestry have safeguarding on its agenda at each meeting? *

Mark only one oval.

Yes

No

18. Notes

19. Is an Annual Safeguarding Report presented at the Church AGM? *

Mark only one oval.

Yes

No

20. Notes

21. Has the Vestry identified a 'Regulated Work Employer'? *

Mark only one oval.

Yes

No

22. Who is that?

23. Has the Vestry compiled a register of 'Regulated Work Positions and 'Positions of Trust' within the Church? *

Mark only one oval.

Yes

No

24. Notes

NOTE: REGULATED WORK

The term Regulated Work in this checklist follows the definition in 'The Protection of Vulnerable Groups (Scotland) Act 2007' and covers responsibilities such as Pastoral Visiting, taking Reserved Sacrament for Home Communion, work with Children or Young People (eg Sunday School) etc, undertaken formally on behalf of the Church.

25. Who asks a person if they are willing to carry out regulated work or a position of trust within the Church on behalf of the Vestry? Please provide details.

26. How is this publicised? Please give details e.g. By invitation; In the service notices; in pew leaflets; the magazine; or other?

27. Are job descriptions provided for the work required? Please detail how they are given e.g. Verbally? In writing? *

Mark only one oval.

Yes

No

28. Notes

29. Is the person interviewed, or the work discussed with the person before they take it on? Please detail who does this. *

Mark only one oval.

Yes

No

30. Are references obtained for each person taking on regulated work or a position of trust, whether - voluntary or paid? *

Mark only one oval.

Yes

No

31. Notes

32. Is a PVG application made and the approval of the Provincial Officer received BEFORE anyone starts regulated work? *

Mark only one oval.

Yes

No

33. Notes

34. Does each volunteer and any paid staff have an identified supervisor to whom they report? Please provide names. *

Mark only one oval.

Yes

No

35. Notes

36. Has each regulated work volunteer and paid staff been issued the appropriate pocket card of good practice? *

Mark only one oval.

Yes

No

37. Notes

38. Please detail any training provided within your own Church. *

Mark only one oval.

Yes

No

39. Notes

40. Do you keep records of safeguarding training? *

Mark only one oval.

Yes

No

41. Notes

COMMENTS & SUBMIT

42. ADDITIONAL COMMENTS:

43. Name of Person Completing this return: *

44. Position in Church: *

45. Has the Rector/Vestry Chair been informed of the contents of this return? *

Mark only one oval.

Yes

No

46. Has the Vestry Secretary been informed of the contents this return? *

Mark only one oval.

Yes

No

47. Date completed *

Example: January 7, 2019

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