Tips from last week's webinar:

Financial Report Input for 2013

- Simply go to Parish Admin and click on Financial Report Input
- Begin to enter your figures
- Notice that there is a "i" with a circle around it. Hovering over it….gives an explanation for the field you are about to fill out.
- Notice also the "clipboard" This is the place where you can put notes and comments. We value these comments and notes very much. You may wish to explain why a figure is what it is.
- You can fill out as much of this report as you want and then you must click on "Save Data"
- DO NOT CLICK ON SUBMIT FINANCIAL REPORT until you are certain that you are done. Once you have clicked on this….you can no longer edit your report. If you submit and then later realize that you must edit, it is necessary to call into the Finance Department and they are able to unlock your submission. You can then edit and once done, submit again.

Parish Statistics

The third item under your Parish Admin is the Parish Statistics.

This is truly important to the Diocese and to the Canadian Church. Many of the statistics entered are sent directly to the National Church. Remember when figures are totalled, it is this report that will determine the Diocese of Niagara Representation at National Synod. It's important to do this accurately and completely.

Our own office in Niagara is also in need of much of this information. This helps us to understand what is happening in the diocese. We also get a handle on areas of growth and need. This will assist in determining our budgets and ultimately our ministry to the parishes in the diocese.

PLEASE NOTE: Detailed information is found in the *Treasurer's Manual* for filling out the above reports! Click here for the link

Vestry Officers Form and Vestry Ministry Form

Note: We must have this information before we do any of our preparations for the April Synod!!

These forms are very simple to fill out. Mostly they have drop-downs in them.

HOWEVER: In order to put people in the ministry positions or Synod Representative positions they must first be listed in the Manage People Area. The Manage People Area is the third item under Parish Website Admin. This is where you manage your parish lists.

Why is this area important:

- The Manage People Area feeds your Vestry Officers and Ministry Form
- It also feeds your Parish Website Ministry Team
- You should list as many people in your parish as possible in this area.
- We will soon be providing you with a terrific Newsletter Tool that will enable you to send "parish personalized" emails to your congregation. These emails will look like "newsletters". You can be as creative as you want. If a parishioner dies on Monday…you can notify everyone that the funeral will be on Friday. You can send your Sunday Announcements in advance. It's easy to put photos in the newsletter as well as charts or any other kind of imagery.
- Once you have built the Manage People Area – filling our your vestry and ministry reports will only take a very short time.

REMEMBER – REMEMBER - REMEMBER: Get as many email addresses as you can. It's the present and future of all of our communication!

Building your Parish Websites:

We will soon send out an instruction page for helping you build your parish websites! Stay tuned.