



Entering Annual Parish Returns online

User Guide – May 2025

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Background

Welcome to the on-line data capture system for parish returns. The system is set up to receive the annual Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool for the year ended December 2024. The thinking behind the system is that users at parish level input their data directly into a common database and have immediate access to a wealth of data showing how their parish has progressed over the last ten years. As soon as the data is entered at parish level the statistics become available at diocese and national church level to help understand the situation in the Church of England's 16,000 churches and to guide work in support of their mission and ministry, without the need to re-key data into a series of systems.

Click on <http://parishreturns.churchofengland.org/> or type the address into your browser to access the Church of England's online parish return system. This is the beginning of the journey!

Information for System Administrators

Each parish has a unique parish code and authorised users can access the forms relating to that parish (which may include more than one set of forms if returns are submitted for separate churches in the parish).

Linked to each parish code is a single Administrator - that person acts as the System Administrator and is able to add other users to the account to allow them to enter data into the on-line forms and print off reports etc. Please ensure therefore that you only give user access to properly authorised people!

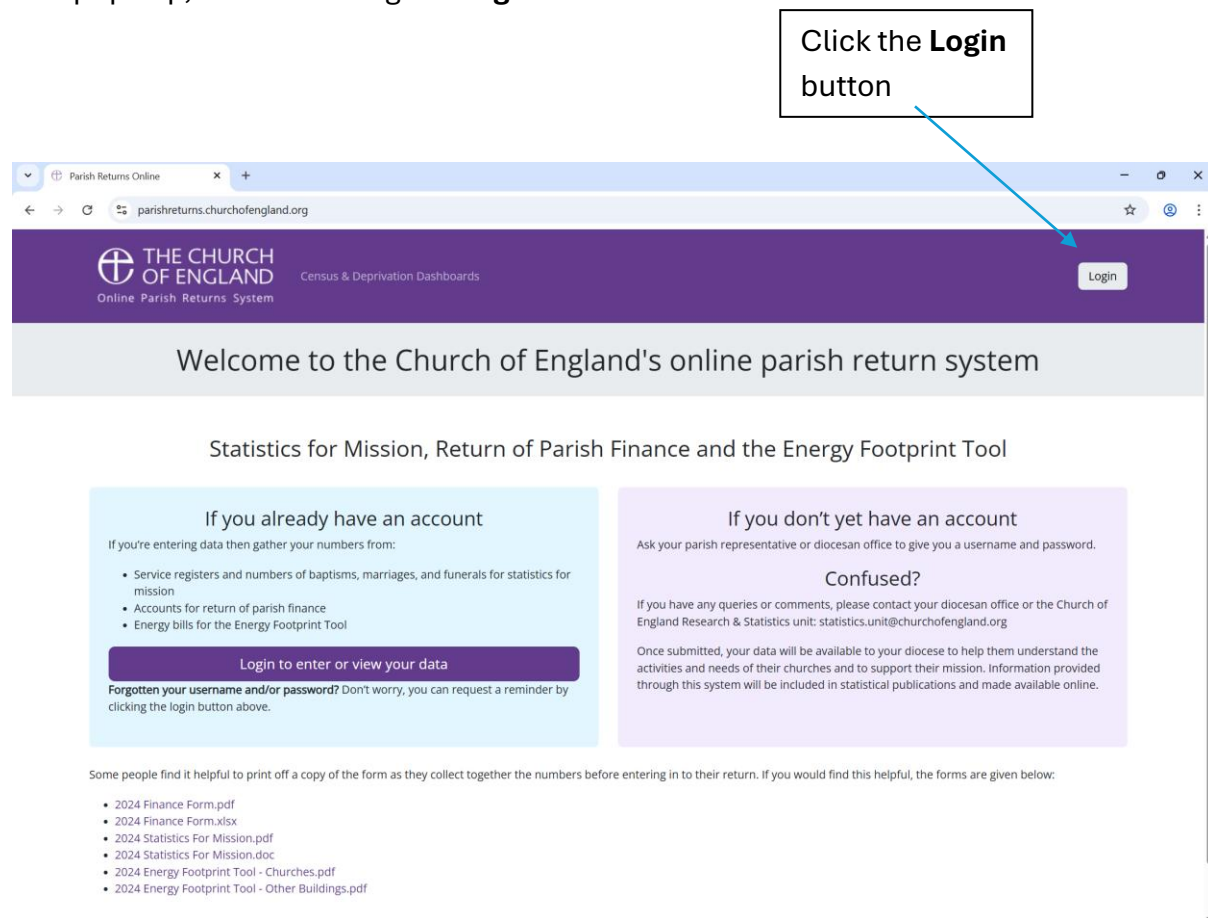
Details of how to add a new user are contained within the [Setting up other users on the system \(System Administrators only\)](#) section of this document.

As a System Administrator you may also be responsible for the administration of, or entering data for, more than one parish. You can enter those onto your account at the same time allowing you to access all the church records for which you are responsible without the need to keep logging in as a different user.

Accessing the system

To access the Church of England's online parish return system, <https://parishreturns.churchofengland.org/>, you will need an account. If you do not already have a user account created, please contact your Parish System Administrator, who will be able to create an account for you.

If you already have an account, click the **Login** button, located near the top right corner of your screen (as shown below), then enter your username and password, in the screen that pops up, before clicking the **Login** button.



If there is more than one church registered in the parish you should be given access to all the churches when you have logged on – you do not need to add the churches individually.

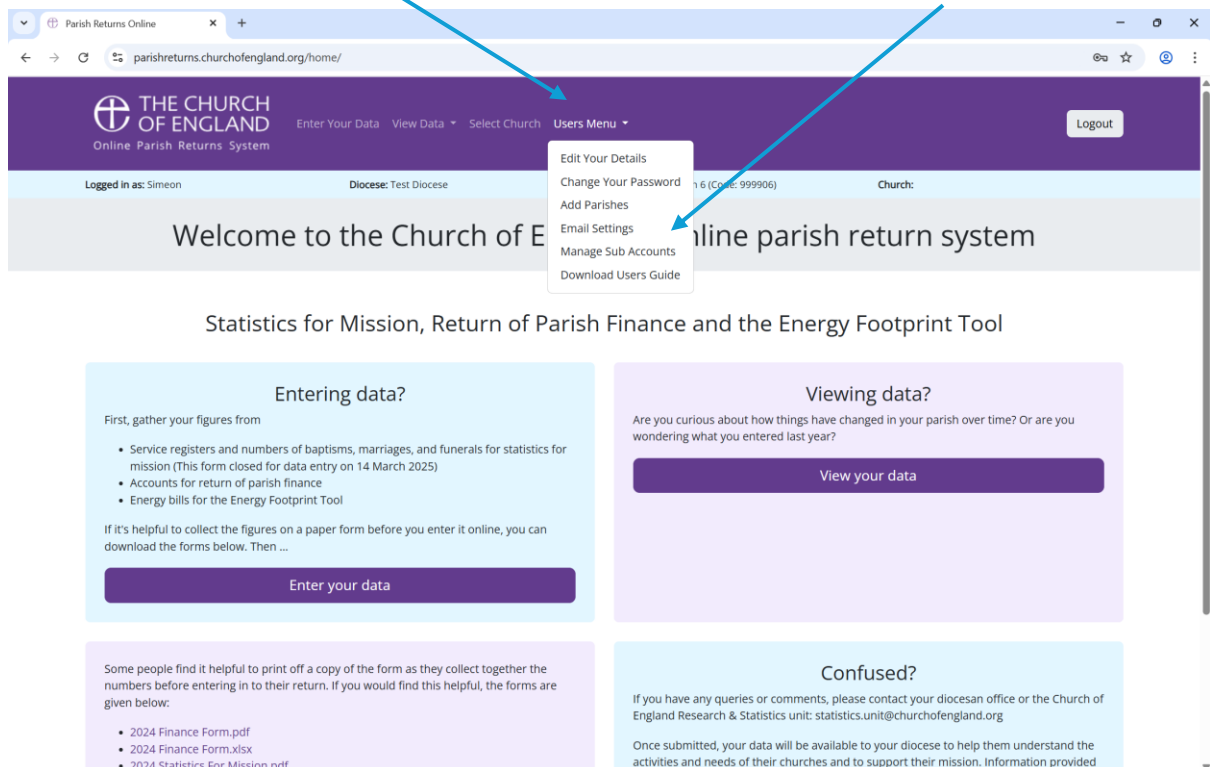
If you have login rights to more than one parish these can be added to your account at the time it is created, so no further action is required by you.

Setting up other users on the system (System Administrators only)

As a System Administrator you can set up other people to have access to the forms too (e.g. the treasurer, stewardship secretary etc). once logged in, you can do this by clicking on '**Manage Sub Accounts**' from the **Users Menu**.

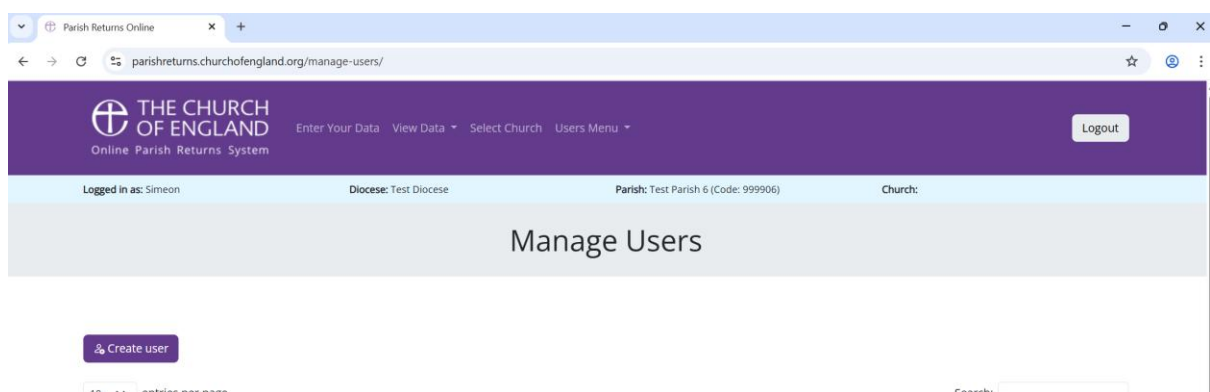
1. Select the **User Menu**

2. Click the **Manage Sub Accounts** option from the options available



You will be taken to the 'Manage Users' page, which provides you with overview of all system users within the parish and/or parishes that you have administrative access of within the system.

Click the **Create user** button.



Complete each field of the 'Create User' form then click the **Save** button.

User Details

Username

Username

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password

Password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 9 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation

Password confirmation

Enter the same password as before, for verification.

Name

Name

Email address

Email address

Permissions

Level

Please select...

Permission

Read Only

Organisations

Save

Cancel

User details – Information that will be used when the user wishes to access the online parish return system

- Username – The username that will be used when accessing the system
- Password fields – The password that will be used when accessing the system
- Name – The name of the user
- Email address – The email address of the user

Permissions – Information relating to the level of access being granted

- Level – Select the level of access (parish or church) you wish the user to have.
- Permission – Select the permission level you wish the user to have
 - Read Only allows the user to be able to see data only
 - Read and Write allows the user to both see data and also provides the ability for the user to complete the system-based returns

- Administrator provides for all the above plus the ability to be able to create, modify or delete user accounts for the parish
- Organisation – Select the specific parish/es, or church/es, for which you'd like to grant the user access to

Finding your way around

Before logging in

The home page of the online parish return system provides the ability to enter (login) to the system, useful information for the completion of your annual returns and who to contact if you need a user account created in order that you can access the system.

Downloadable copies of the annual returns are available from the home page of the online parish returns website. (Some people find it helpful to download or print a copy of the return/s in advance, as this helps as they collect the numbers before entering these into their return.)

In addition to the above, you can view or download '**Census & Deprivation Dashboards**' which are a one-page parish summary of national census and deprivation data, mapped onto Church of England parish boundaries (boundaries as of November 2024).

The screenshot shows the homepage of the Church of England's online parish return system. The browser address bar shows 'parishreturns.churchofengland.org'. The page has a purple header with the Church of England logo and the text 'Online Parish Returns System'. Below the header, a grey banner says 'Welcome to the Church of England's online parish return system'. The main content area is titled 'Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool'. It features two columns: a light blue one for existing users and a light purple one for new users. The existing user column lists sources for data (service registers, parish finance accounts, energy bills) and has a 'Login to enter or view your data' button. The new user column asks them to contact their parish representative and includes a 'Confused?' section with contact information for the Research & Statistics unit. At the bottom, there is a note about printable forms and a list of downloadable files: '2024 Finance Form.pdf', '2024 Finance Form.xlsx', '2024 Statistics For Mission.pdf', '2024 Statistics For Mission.doc', '2024 Energy Footprint Tool - Churches.pdf', and '2024 Energy Footprint Tool - Other Buildings.pdf'.

Parish Returns Online

parishreturns.churchofengland.org

THE CHURCH OF ENGLAND
Online Parish Returns System

Census & Deprivation Dashboards

Login

Welcome to the Church of England's online parish return system

Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool

If you already have an account

If you're entering data then gather your numbers from:

- Service registers and numbers of baptisms, marriages, and funerals for statistics for mission
- Accounts for return of parish finance
- Energy bills for the Energy Footprint Tool

Login to enter or view your data

Forgotten your username and/or password? Don't worry, you can request a reminder by clicking the login button above.

If you don't yet have an account

Ask your parish representative or diocesan office to give you a username and password.

Confused?

If you have any queries or comments, please contact your diocesan office or the Church of England Research & Statistics unit: statistics.unit@churchofengland.org

Once submitted, your data will be available to your diocese to help them understand the activities and needs of their churches and to support their mission. Information provided through this system will be included in statistical publications and made available online.

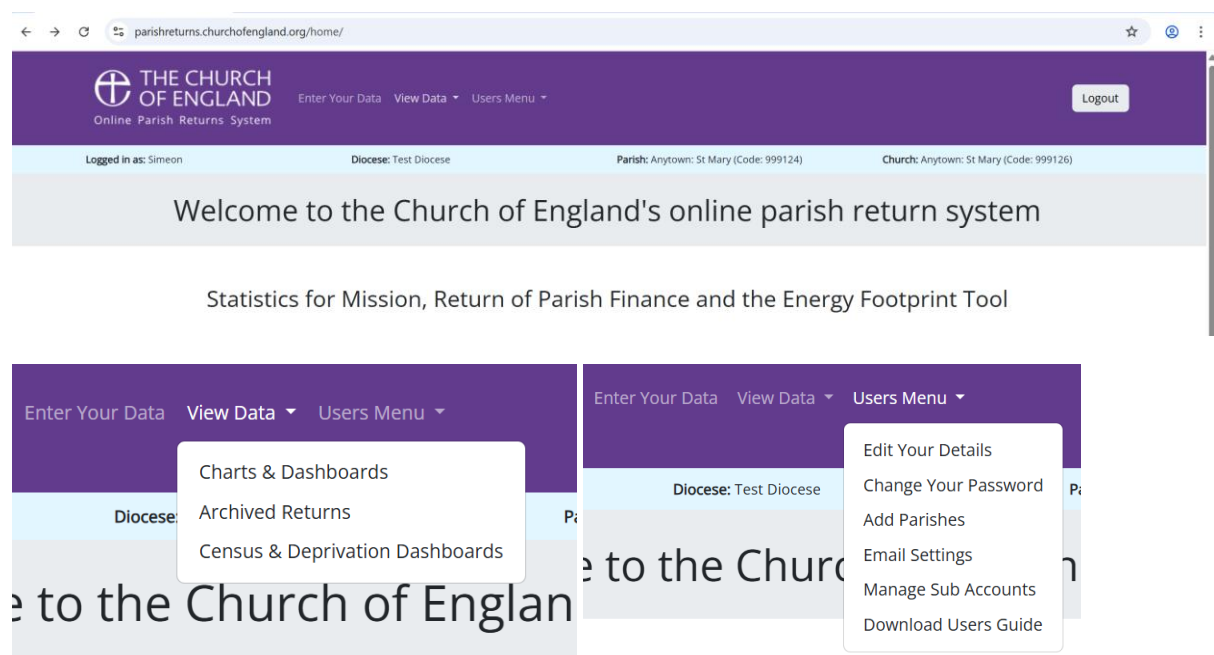
Some people find it helpful to print off a copy of the form as they collect together the numbers before entering in to their return. If you would find this helpful, the forms are given below:

- 2024 Finance Form.pdf
- 2024 Finance Form.xlsx
- 2024 Statistics For Mission.pdf
- 2024 Statistics For Mission.doc
- 2024 Energy Footprint Tool - Churches.pdf
- 2024 Energy Footprint Tool - Other Buildings.pdf

Once logged in

Once logged in the view and options available to you will depend on whether you have access to the data of one church or more.

Access to one church only



Enter Your Data

Clicking this link takes you to the 'Enter Your Data' page.

- From this page you are able to select the return of which you have an interest and either enter, modify or submit your figures from therein.
- Note – For users who have access to more than one church and/or parish, clicking this link takes you to the 'Select Church' page

View data

- **Charts & Dashboards** – Provides access to the graphical and numerical representation of data held for the parish and/or church that you have access to (or where you have access to more than one church and/or parish, the data for the selected church/parish).
 - Where held, up to ten years of data is available

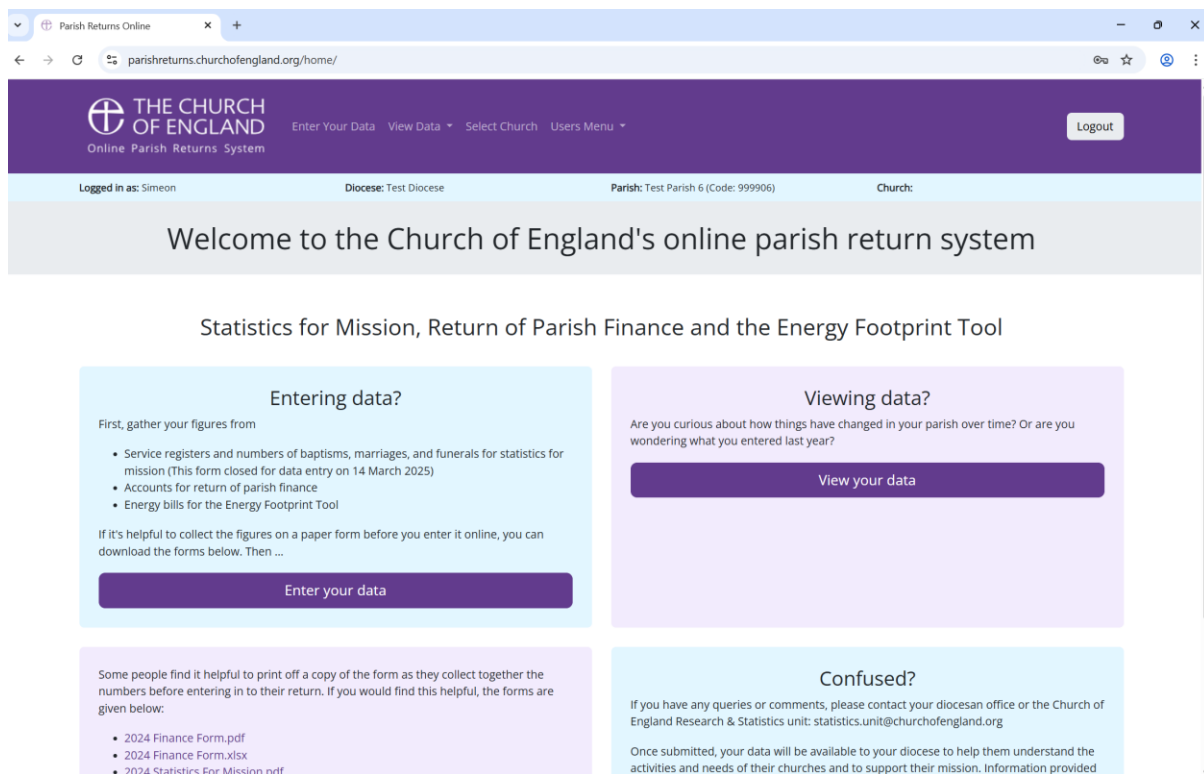
- This data can be viewed or downloaded in multiple formats, by selecting your preferred option from the list available via the **Download Report** button
- **Archived Returns** – Provides a copy of annual returns submitted
- **Census & Deprivation Dashboards** – Provides a one-page parish summary of national census and deprivation data, mapped onto Church of England parish boundaries (boundaries as of November 2024)

Users Menu

- **Edit Your Details** – Provides the ability to change or update your system username, name and/or email address
- **Change Your Password** – Allows you to change your password
- **Add Parishes** – (System Administrators only) This provides the ability to add access to additional parishes to your user account, by way of a Parish Code and password from your diocesan office.
 - Note that if an additional parish is needed to be added to your user account, your diocesan office can do this for you rather than providing you with a Parish Code and password
- **Email Settings** – This allows a user to specify which returns they are and are not responsible for.
 - By un-ticking the appropriate box, for a return you are not responsible, you will prevent a reminder email being sent to you relating to that return
- **Manage Sub Accounts** – (System Administrators only) (See above section, [Setting up other users on the system](#))
- **Download User Guide** – Provides access to a PDF version of the system user guide

Access to more than one church



If you have access to more than one church your list of menu items will include an additional 'Select Church' tab.



You will need to click the **Select Church** option and then click of the name of the church you have an interest in, from within the 'Select Church' page, if you wish to enter, modify or view data for a particular church.

NB – Users who have access to more than one church and/or parish, clicking the **Enter Your Data** link will also take you to the 'Select Church' page. (Users with access to one church only will go directly to the 'Enter Your Data' page.)

Entering information onto the online forms

Some helpful tips: Throughout the forms you will find  symbols. If you click your pointer on the  symbol a 'help box' will appear to guide you. Look out for these as you go through the forms.

At any time, if you find a problem with the system or have a thought about how we can do things better please click on the [Report Problems/Give Feedback](#) button at the bottom right of the page and let us know what your issue is.

Click the **Enter Your Data** link, which will take you to the 'Enter Your Data' page. (Note that users who have access to more than one church and/or parish, when clicking this link will be taken to the 'Select Church' page. From here you will need to click on the

name of the church you have an interest to either enter, modify or submit your figures from therein.)

The screenshot shows the 'Enter Your Data' page of the Parish Returns Online system. The header includes the Church of England logo and navigation links: 'Enter Your Data', 'View Data', 'Select Church', and 'Users Menu'. A 'Logout' button is in the top right. Below the header, a status bar shows 'Logged in as: Simeon', 'Diocese: Test Diocese', 'Parish: Test Parish 6 (Code: 999906)', and 'Church: Test Church 16 (Code: 999916)'. The main heading is 'Enter Your Data'. There are three data entry cards: 1. '2024 Return of Parish Finance' (9% complete, Not Submitted) with an 'Enter Your Data' button, 'Submit Data' button, and a 'Deadline for submission 28 June 2025' warning. 2. '2024 Statistics For Mission Return' (74% complete, Not Submitted) with a 'View Report' button and a 'This form closed for data entry on 14 March 2025' warning. 3. '2024 Energy Footprint Tool' (100% complete, Submitted) with a 'Download PDF' button. A link for 'C of E Electoral Roll and Easter 2025' is also present.

From within the 'Enter Your Data' page select the return you wish to start or complete by clicking the respective **Enter Your Data** button.

Note that if you have started a return and have not yet submitted it, as you wished to return to it at a later date, you are able to access the return directly from the 'Select Church' page, by selecting the required action from the **Actions** drop-down list (details below).

Select forms to display:

Your diocese has additional forms, you can select which ones are displayed on this page using the checkboxes below. Please note that depending on the width of your screen, having more than 2 forms selected may cause the churches table to be too wide to fit comfortably on screen.

☒ Return of Parish Finance ☒ Statistics For Mission Return ☒ Energy Footprint Tool [Refresh Page](#)

Return of Parish Finance	N	%	Statistics For Mission Return	N	%	Energy Footprint Tool	N	%
Not Submitted	3	100%	Not Submitted	3	100%	Not Submitted	1	33%
Submitted	0	0%	Submitted	0	0%	Submitted	2	67%
Verified	0	0%	Verified	0	0%	Total	3	
Total	3		Total	3				

25 entries per page

Search:

Parish	Church	%	Status	Actions	%	Status	Actions	%	Status	Actions
Test Parish 6	Test Church 16	5%	Not Submitted	Please select...	74%	Not Submitted	View Report	100%	Submitted	
Test Parish 6	Test Church 17	5%	Not Submitted	Please select...	0%	Not Submitted		100%	Submitted	
Test Parish 6	Test Church 18	5%	Not Submitted	Edit Return View Report	0%	Not Submitted		25%	Not Submitted	Edit Return

Showing 1 to 3 of 3 entries

Parishes that have more than one church can submit individual returns for each church, as the system allows for the separate submission of data. It also allows for combined submission.

Please note, the data being collected is identical to what is contained within the downloadable copies of the annual returns, available from the home page. You are not required to have any other information to hand in order to complete this process.

If you want to submit combined church data, for example in the case of the Return of Parish Finance, you should select the main parish church and, having got to page one of the relevant return, you can tick, by way of the ‘Churches Included’ section, to include one or more other churches in the parish within the one return. If you do not tick the box you (or someone else) will need to do a subsequent return for the churches excluded. If you subsequently realise that the data from one or more churches should be separate, then simply un-tick the box and the data you enter will be treated as only relating to those churches still ticked!

When entering forms please ensure you complete every box – nil returns should be indicated by entering ‘0’. This is really important as the system records the extent to which the form has been completed and blanks will show as incomplete forms. When you have entered a page click ‘Next’ to move on. If there are blanks on the page the system will challenge you. If it is your intention to return at a later date simply click ‘Next’ to override the challenge.

You may also at this stage get a second challenge. The system is designed to perform some simple logic checks and if the numbers you have entered are out of line with the

figures entered in previous years it will ask you to make sure you haven't accidentally entered a wrong figure.

There are some other logic checks built into the system so look out for those too. They are all designed to improve the quality and consistency of the data being submitted so please bear with us.

At any time you can save the data you have entered and return to the main menu (useful if you find you need a cup of tea half way through the process). Everything you have done will have been saved (the data you have entered onto a page is also saved every time you click '**Next**' so you can flick back and forwards with some confidence that your efforts have not been wasted).

You can move through your return more speedily where required, for example where you have partially completed a return and are returning to complete the missing fields before submitting, via the navigation fields available on the left of your screen. Please do note, however, that data entered is saved only after the '**Next**' button has been clicked, therefore do not use the navigation panel if you wish to save data entered.

The screenshot displays the '2024 Return of Parish Finance' form. The header includes the Church of England logo and navigation links. The main content area is divided into sections A through E, each with a progress indicator. Section A shows 'Included Churches' with 3 of 22 complete (14%). Section B shows 'Incoming Resources' with 0 of 2 complete (0%). Section C shows 'Regular Givers and Legacies' with 0 of 2 complete (0%). Section D shows 'Resources Expended' with 0 of 26 complete (0%). Section E shows 'Cash and Investment Balances' with 0 of 5 complete (0%). The 'Total' section shows 3 of 55 complete (5%). The form includes a 'Next' button, a 'Save and Return to Menu' button, and a 'Report Problem / Give Feedback' button. The header shows the user is logged in as Simeon, and the diocese is Test Diocese.

When you have completed all the pages of the return you will be presented with the option of: <**Submit Data to Diocese**>, <**Return to Menu**> or <**Download report as PDF**>. You are able to scroll down the page and visually review the data entered. Please note that once you press **Submit Data to Diocese** you will not be able to make further adjustments to your entry therefore it is recommended that you take a copy of the report first and satisfy yourself that the return has been properly completed. If you select the **Return to Menu** option you will see an indicator that tells you whether the form is complete and also reminds you of its status. When the indicator light goes green

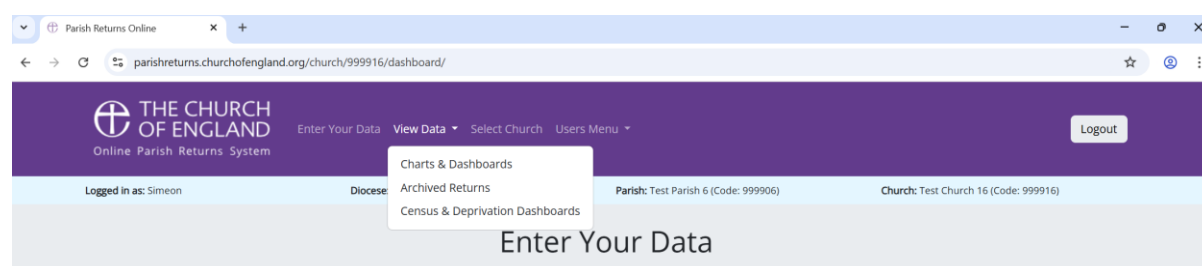
you know you have a complete form – but whether or not it contains sensible figures is up to you of course!

Once the data has been submitted (to the diocese) it will be available for the diocese to look at and, once they are satisfied that the figures are as expected they will ‘Verify’ the data. You can therefore check the progress of your return.

Complete the process for each of the returns you need to submit. If this is a job being shared with others then you need to ensure they are set up as separate users (see [Setting up other users on the system](#) above) and let them know when it is their turn to do particular bits of the operation.

Reports

An important feature in the system is the ability of users to see a graphical representation of how the parish has developed over the last ten years. When you click on **<View Data>** you will be given the choice of selecting from a series of system-based reports that you can access and that you can download for use in presentations etc.:



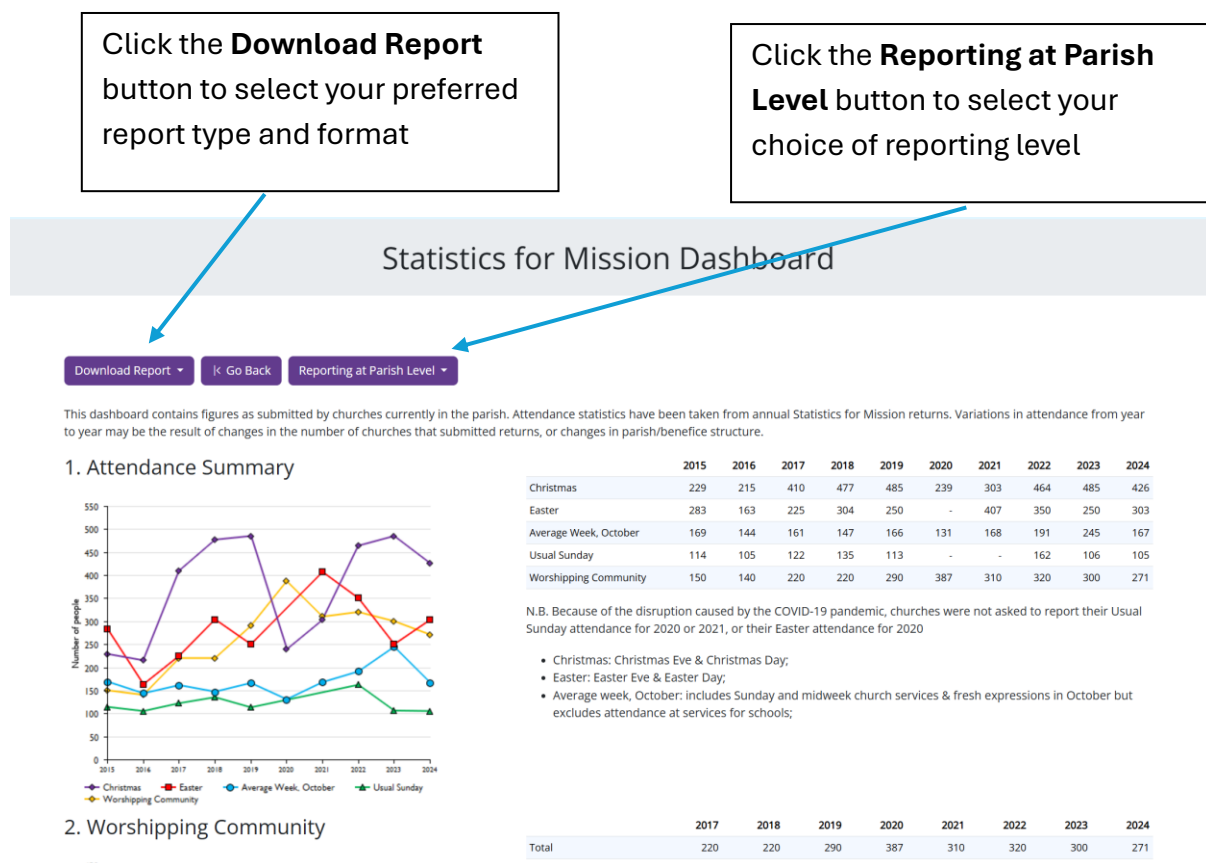
- **Charts & Dashboards** – Provides access to the graphical and numerical representation of data held for the parish and/or church that you have access to (or where you have access to more than one church and/or parish, the data for the selected church/parish). (See '[System generated reports](#)' below.)
 - Where held, up to ten years of data is available
 - This data can be viewed or downloaded in multiple formats, by selecting your preferred option from the list available via the **Download Report** button
 - The charts are updated as you enter data, so they are a good way of checking whether your figures look reasonable compared to previous years before you press the submit button and send your returns to the diocese
 - The charts will highlight readily if some of the historic data was not presented properly. At the parish level it is not possible to correct previous years' figures but if you spot an anomaly which is clearly a result of poor data having been entered in previous years, please inform your

diocese by emailing the diocesan office. You will need to be able to tell them what the correct figures should have been!

- **Archived Returns** – Provides a copy of annual returns submitted
- **Census & Deprivation Dashboards** – Provides a one-page parish summary of national census and deprivation data, mapped onto Church of England parish boundaries (boundaries as of November 2024)

System generated reports

Where the **Charts & Dashboards** option is selected, you are able to choose which set of graphical and numerical representation of data for the parish you wish displayed, e.g. Statistics for Mission Dashboard. Within the dashboard you are able to select what level of reporting you wish to see as well as what format and content you require if you choose to download the report.



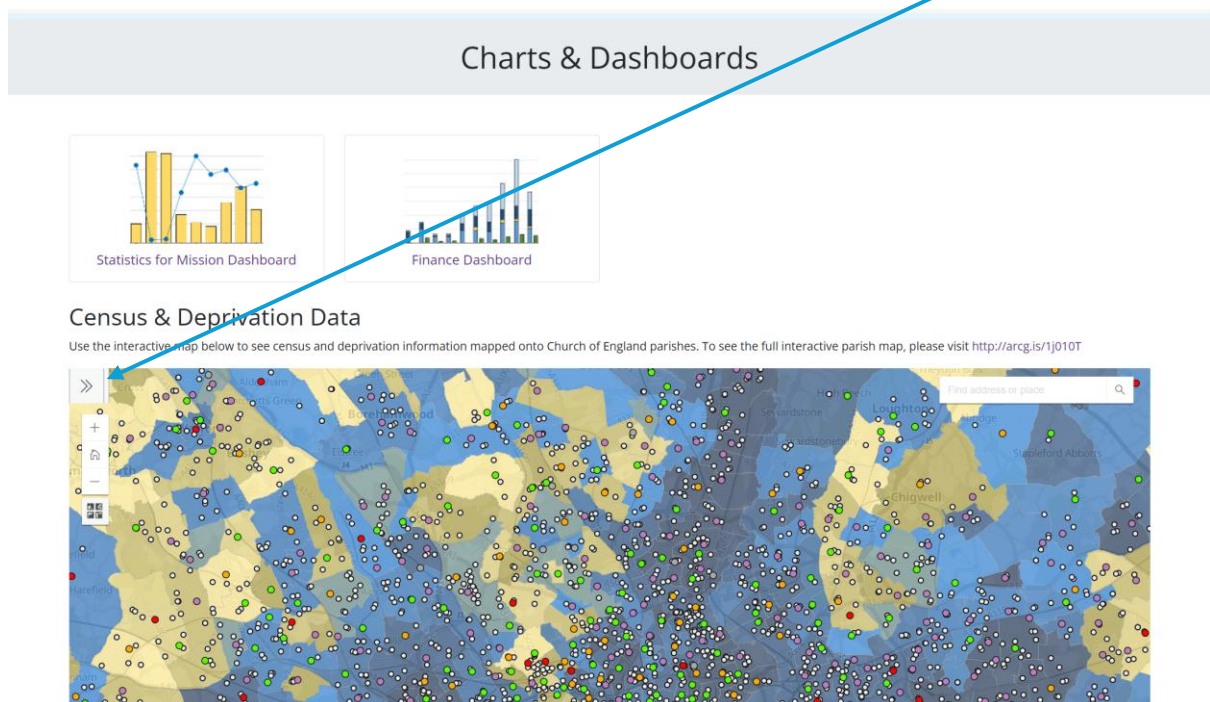
Interactive map

An interactive map is displayed and available, when the **Charts & Dashboards** option is selected. The map, which is displayed just below the option of dashboards available,

allows you to see census and deprivation information mapped onto Church of England parishes.

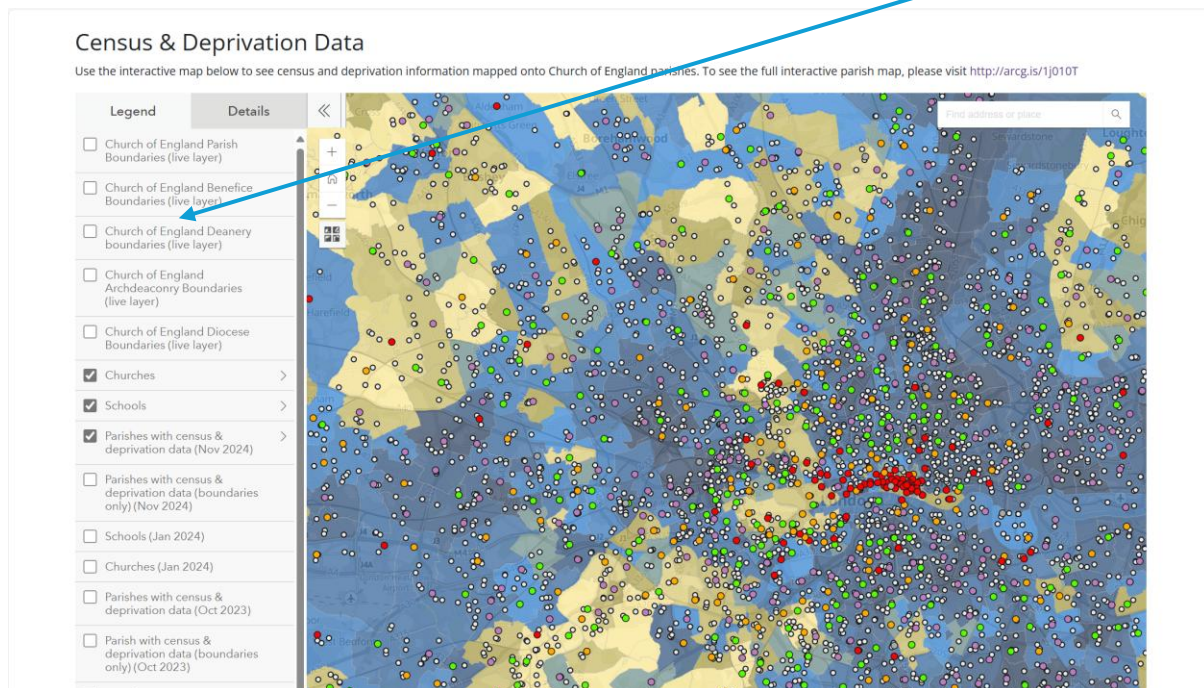
- The full interactive parish map is available at <http://arcg.is/1j010T>

Click the **Toggle** button for more options



By clicking the toggle button, at the side of the screen, you are able to select the layers you wish to be displayed within the map.


Choose the layers you wish to be displayed



- Data has been provided from various sources (see <https://www.arcgis.com/home/item.html?id=67bce0ed36dd4ee0af7a16bc079aa09a>), e.g. Parish, Benefice, Deanery, Archdeaconry, and Diocese boundaries data supplied by the Church Commissioners as of November 2024. It is important to note that parish boundaries change over time, as may other data, so these data will eventually become out of date.

Help!

If you get stuck, you can find help in the following ways:

- If it relates to how to fill in the returns (forms), click on the respective  symbols you will find throughout the return
- If it relates to getting access to the system or if you want to let someone know about problems with historic data contact the diocesan office
- If you think the system is not doing what it should be then use the Report Problem facility at the bottom of each page

Please note that it may take a few days to get back to you, as your diocesan office may not have a dedicated helpline facility operating.

Why?

Some parishes find the completion of the parochial returns useful for their own purposes; the information, when collected over a period of years, can give a useful insight into the continuing life of the parish. Many diocesan offices regularly use information extracted from the returns. The figures, usually aggregated as diocesan totals, are used extensively by central church organisations and ecumenical bodies; and are largely published in [Church Statistics](#) (see <https://www.churchofengland.org/about/data-services>).

Parochial returns are used annually to assess emerging mission opportunities, for clergy deployment; allocations of new deacons; stipend support allocations; to monitor charitable giving; to present a broad picture of the Church's finances; and to inform the management of the [Routemap](#) to Net Zero Carbon by 2030 (a plan, approved by General Synod in July 2022, for how the Church of England can be net zero carbon by 2030).

Frequently Asked Questions

How do I add a new user?

- See [Setting up other users on the system](#) above

How do I change my password?

1. Select the <**Users Menu**> tab
 2. Click the '**Change Your Password**' option
 3. Complete the on-screen fields
 - Old password – enter the password you are currently using to access the system
 - New password – enter your desired new password
 - New password confirmation – enter your desired new password again
 - This is required to ensure that you have not made a mistake when typing your desired password
 4. Click the **Change my password** button
- Alternatively, see [Finding your way around](#) > [once logged in](#) > Users Menu > Change Your Password above, for slightly less details

I have forgotten my password, what do I do?

- If you are unaware or do not remember your password, you are still able to login to the online parish return system.
 - Click the **Login** button
 - Click the **Forgotten Username or Password?** link of the pop-up screen
 - Enter your email address into the available field within the 'Reset Password' page
 - Click the **Reset my password** button
 - Once this has been entered and submitted:
 - A system generated message will be displayed: -
 - We've emailed you instructions for setting your password, if an account exists with the email you entered. You should receive them shortly.
 - If you don't receive an email, please make sure you've entered the address you registered with, and check your spam folder.
 - You will receive an email with a code, if the email address provided was registered with the system
 - This code will allow you access to the online parish return system.
 - Check your email messages
 - An email will have been sent with a code and details of your username
 - Click the link within the email sent to you
 - This will take you to the 'Set New Password' page
 - Enter your new password
 - Confirm your new password
 - Click the **Change my password** button
 - Click the 'Log in' link, within the 'Password Reset Complete' page to enter the system
 - NB: You will be required to enter your username and new password before gaining access

I wanted to put in the financial numbers and leave someone else to put in the other information. Is this possible?

- Yes! It is. See [Entering information onto the online forms](#), however if the other person does not currently have access to the system also see [Setting up other users on the system](#).

Why can I not enter the exact figures into the Return of Parish Finance?

- When completing the Return of Parish Finance, we ask for rounded figures, i.e. income or expenditure rounded to the closest pound
 - Prior to the 2024 data collection period, for the sum of £137.93, a parish could enter the figure of 137.93, 137.9 or 138 within their Return of Parish Finance
 - As from the 2024 data collection period, a parish would need to enter the figure of 138 (£137.93 rounded to the closest pound)

Where can I find out more regarding fresh expressions?

- Refer to the fresh expressions website at <http://www.freshexpressions.org.uk/>

How do I identify a fresh expression of Church?

- Details relating to identifying a fresh expression of Church are available within the [Fresh expression choice tree](#) segment of the [Additional information](#) section, of this guide
- Further information is available from the [Fresh Expression website](#), <https://freshexpressions.org.uk/what-is-a-fresh-expression/>

Can I see or download a copy of the annual returns in advance of completing my return online?

- Yes. Downloadable versions of the returns are available from the home page of the online parish returns website, <https://parishreturns.churchofengland.org/>.
- Also see [Finding your way around](#) > [Before logging in](#)

Are there any videos that can help me complete or understand the annual returns process?

- Yes! There is. The National Church Institutions and a number of dioceses have provided material for the purpose of helping those within parishes. A few of these are listed below:
 - How to complete your Stats for Mission form and why it matters. webinar recording of 6 November 2024, available on [YouTube](#) ([Data Services](#) and [Vision and Strategy](#))

- [Completing the Return of Parish Finance – a Helpful Guide](#), also available on [YouTube \(Diocese of Leeds\)](#)
- PCC Workshop - Stats for Mission. Introduction by Archdeacon David, available on [YouTube \(Diocese of St Edmundsbury and Ipswich\)](#)

What is the closing date?

- The ‘deadline for submission’ date for each return is displayed, within the respective return selection, on the ‘Enter Your Data’ page.

What should we include in “Church at Home”?

- As with the previous October Count, the Church at Home question is focussed on worship services, therefore online house groups, youth clubs, Alpha courses, and social events etc should not be included there. There is a comment box should you wish to share with us anything else, aside from services, you have been offering remotely to your congregation.

How do I count Church at Home attendance?

- Please refer to the “[How to count Church at Home](https://www.churchofengland.org/sites/default/files/2024-09/countingchurchathomeattendance_sept2024.pdf)” online guide, https://www.churchofengland.org/sites/default/files/2024-09/countingchurchathomeattendance_sept2024.pdf, for full details.

How do I report numbers of people participating in a service live streamed from church in October?

- A service live streamed from church in October will be recorded on the form in two places. Those attending in the church building will be counted in the “in person” October count section. Those watching from home via the live stream will be recorded in the “Church at Home” section.

We are running church at home as a benefice, how do we record the figures?

- Ideally, as usual, we’d like separate forms to be completed for each church in the benefice. We ask for this because each year there are a number of pastoral reorganisations across the church, so for us to be able to continue to use data we need it to be as fine grained as possible.

Additional information

Joint Councils

A few dioceses have started to approve Joint Councils, and we are currently working to devise appropriate data reporting and data management arrangements. Whilst this is being looked into, if you do need to submit a return as a joint council, please take the following action/s:

1. Select an appropriate return for one of the churches within the Joint Council
2. Complete the return as normal
3. Include in the comment, “This return is submitted on behalf of a Joint Council, which also includes [add the name of the other churches, and Church Codes if known]”
 - E.g. “This return is submitted on behalf of a Joint Council, which also includes Test Church 17 (Code: 999917) and Test Church 18 (Code: 999918).”
 - NB: If the name of the Joint Council is known, this should be used (e.g. ... on behalf of Test Church Joint Council...)
 - NB. 2: As some of the churches within your return will not be in the same parish as the submitting church, these churches will not be listed in the “included churches” section of the return.
4. Once completed, click the **Submit Data to Diocese** button
5. Select the appropriate return for one of the other churches within the Joint Council
 - NB: You do not need to add data to these additional returns, simply add the appropriate comment, as advised in step 6, below
 - NB. 2: You are able to navigate directly to the comment section by way of the navigation panel, to the left of the page
6. Add the comment “This return is included in the submission on behalf of a Joint Council, within [add the name of the church, and Church Code if known]”
 - E.g. “This return is included in the submission on behalf of a Joint Council, within Test Church 16 (Code: 999916).”
7. Click the **Submit Data to Diocese** button
8. Repeat steps 5 to 7 for all other churches within the Joint Council

Further information relating to Joint Councils can be found within the ‘Joint councils’ section of the [‘Church Representation Rules online – introduction’](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/introduction) (<https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/introduction>). The paragraph relating to Joint Councils is approximately halfway down the page.

Return of Parish Finance

A: Included Churches

B: Incoming Resources

3 of 22 complete 14%

C: Regular Givers and Legacies

0 of 2 complete 0%

D: Resources Expended

0 of 26 complete 0%

E: Cash and Investment Balances

0 of 5 complete 0%

Statistics for Mission

A: Electoral Roll

3 of 3 complete 100%

B: Easter/Christmas

6 of 6 complete 100%

C: October Count

56 of 56 complete 100%

D: Acts of worship in schools

0 of 1 complete 0%

E: Church at Home

F: Worshipping Community

0 of 10 complete 0%

G: Fresh Expressions

H: Baptisms, Weddings, and Funerals

5 of 15 complete 33%

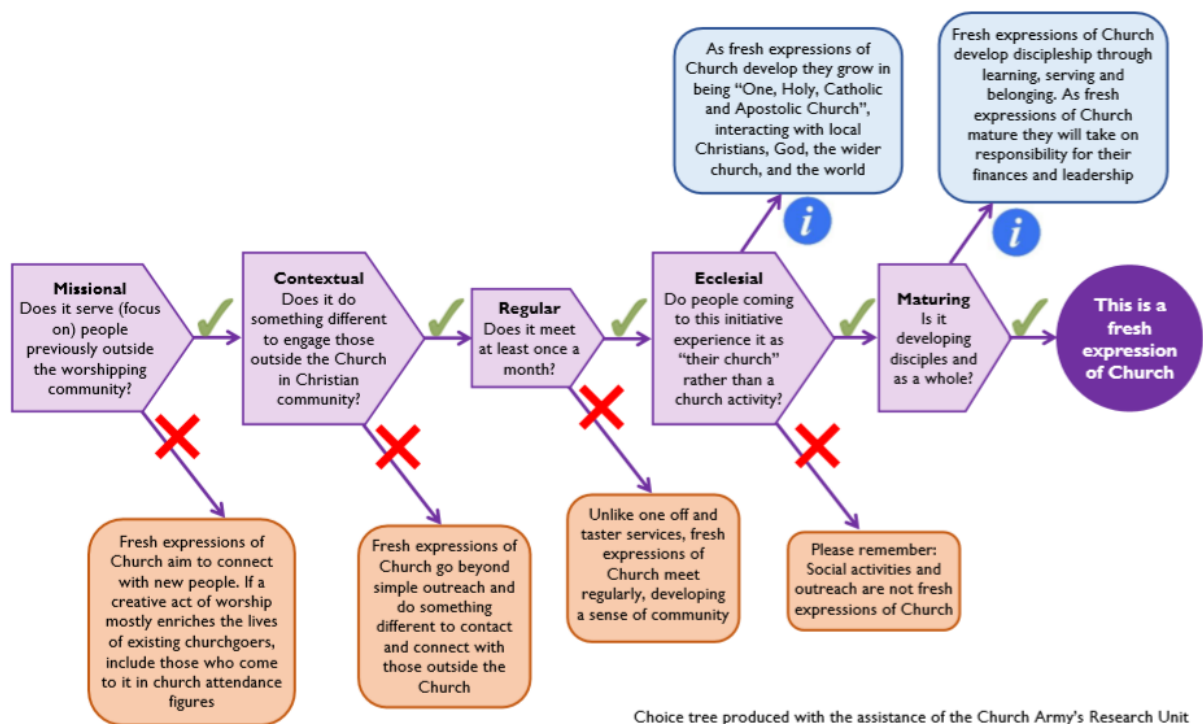
I: One off Question

0 of 4 complete 0%

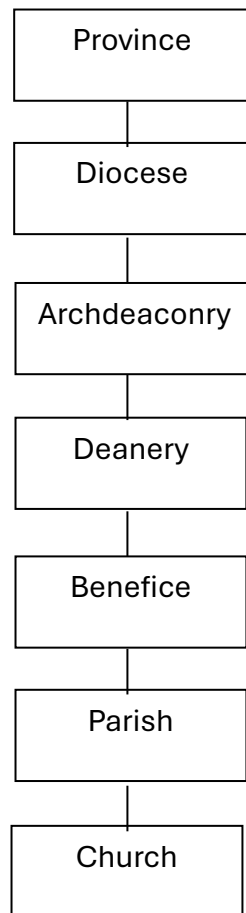
J: Comments

You are able to navigate directly to the comment section by way of the navigation panel

Fresh expression choice tree



System/Church Structure



Updated May 2025