

KEY 2023 ADMINISTRATIVE DATES AND DEADLINES

ITEM	DESCRIPTION	DUE DATE	DESTINATION
Treasurer's Monthly Report (TMR)	Assessment report. Due month following the month for which the report covers	15 th of the month	Diocesan Office
Annual Meeting	Election of Vestrymen and the transaction of other business held in each Parish and Mission after November 1st and before January 21st (Canons 20.02)	1/21/23	
Congregation Contact Information Form	Latest information for Church, Staff, Vestry or Bishop's Committee members and other key contacts	1/31/23	Diocesan Office
Certificate of Lay Delegates to Convention	List of delegates and alternates for Diocesan Convention	1/31/23	Diocesan Office
Parish/Mission Budget	Parish/Mission Financial Plan (revenue/expenses) for 2023	1/31/23	Diocesan Office
Parish/Mission Ministries	List of specific ministries of the Church planned for 2013	1/31/23	Diocesan Office
Parochial Report	Report of Church membership, attendance and services, stewardship and financial, attending clergy report.	3/1/23	To be keyed in online at http://pr.dfms.org .
Convention Delegate Change Form	Form to make Convention delegate changes (Canons Sec 2.02)	7/1/23	Diocesan Office
Church Audit	Outside agency, Self or Peer Audit (Canons Sec 21.04)	7/1/23	Diocesan Office
Resolutions Due	60 days before convention (Canons 5.01.3)	9/11/23	Diocesan Office
Amendments Due	60 day before convention (Canons 35.01)	9/11/23	Diocesan Office
Nominations Due	45 days before convention (Canons 5.01.2)	9/25/23	Diocesan Office
Diocesan Convention	Registration closes 2 weeks prior	11/10-11	ECCO
Bronze Disaster Preparedness Form	Basic plan with Church contact information and insurance policy information	Annual update as required	Diocesan Office
2024 Proposed Diocesan Budget	Diocesan Council approved 60 days before Convention (Canons 9.06)	9/11/23	To parishes & missions
2023 Proposed Amendments	Committee on Constitution & Canons approved amendments (Canons Sec. 35.01)	10/11/23	To parishes & missions