**Annual Review for Stewardship – Questions Preview**

You cannot partially complete the questionnaire and return to it later. Please review the following questions in advance and have the information to hand and it will help you to complete the form in one go:

**Basic Information**

1. What is the name of your church?
2. What is the name of your church’s location (e.g. town, village or area name)
3. What is the year of your review? (normally the current year)
4. What is your church’s bank sort code?
5. What is your church’s bank account number?
6. In what name is your church’s bank account (exactly as it appears on your bank statement/paying in slip etc.)
7. What is the bank’s name and address?
8. What is the title (i.e. vicar/rector) and name of the clergy person responsible for the church?

**The Past Year**

The text in the leaflet says, “As part of our mission last year we planned to:”. Please give a maximum of four descriptions of the work your church did for its community last year and be brief but informative. For example, you might say, “Give new resources to our pastoral care team supporting the bereaved”, or “Pay for a Youth Worker to work eight hours a week with young people.” Don’t worry if you can’t come up with four but do try to cover a range so that your community realises how valuable their local church is. Each description should be approximately 10 to 20 words long but aim for the lower end in two or three of your answers.

1. Mission work 1.
2. Mission work 2.
3. Mission work 3.
4. Mission work 4.

**Your current costs**

Please let us know the details of costs as per the accounts for your review year. It needn’t be to the penny but should reflect the figures in the accounts as closely as possible. Please give the value as a whole number. Do not include your share of the cost of clergy, housing, training or support costs as this will be available through your ministry offer figures.

1. How much did you spend on the church building(s), including insurance, heat & light etc.?
2. How much did you spend on worship and ministry costs, including any church hall or similar?

**Plans for the Future**

The text in the leaflet reads: “We want our life and ministry to grow and develop and this year we see the following as our key priorities:”. The leaflet will go on to mention the upkeep of church buildings, services, paying bills etc., so don’t worry so much about them. Try and think of three key aspirations for your mission and ministry. Please try to keep them to 10-20 words, tending towards the lower end where possible.

1. Plan 1.
2. Plan 2.
3. Plan 3.

**Planning Income**

The text in the leaflet reads, “To meet this challenge, our planned income for the year looks like this:”. Using the figures from your review year accounts, or the books and records if your accounts aren’t ready yet, please give the figures requested. Don’t worry about being accurate to the penny but try and avoid departing from figures that your readers will expect to see.

1. For the year of the review, what was your annual income from regular, planned giving, including Gift Aid?
2. For the year of the review, what was your income from fees, lettings and fundraising efforts?
3. For the year under review, what income did you have from interest and the use of reserves?
4. How much of an increase per week do you need to fund your mission and ministry? i.e. What is the projected gap /deficit?
5. How many planned givers are there at your church?
6. How much per person per week would help you to achieve your goals?

**Photographs**

We will need a picture of your church, looking at its best if possible. It would also be good to have a picture of one of your church activities, taken from not to great a distance. Please make sure that you have permission to use the photograph from everyone in it, especially from the parents/guardians of any children or vulnerable adults. If you don’t have a photograph of something useful, we will use a stock photograph.

**Finally…**

We do not get notification that you have completed the form. Once you have submitted it, please email [stewardship@carlislediocese.org.uk](mailto:stewardship@carlislediocese.org.uk) to tell us to save any delays.

Also, please let us have the contact details of the person to whom any response forms should be addressed – name, address, email address, phone number. Naturally, you will need to check if they are happy for you to include this in a document being sent out. If not, is there a church address, phone no. etc?

If you are leaving a box for the collection of forms make sure that it cannot be accessed by any unauthorised persons. Remember your GDPR obligations.