

5 December 2023

Sent to all clergy, churchwardens, PCC secretaries and administrators
cc: Archdeacons

Dear PCCs and Clergy

Annual Timeline – 2024 Parish Returns

Please find attached a timetable outlining when the various statistical parish returns are expected throughout the year to help with your planning. This is all the information we are aware of now but we will update you by email, as we receive more accurate news.

The first parish return required is the Statistics for Mission, which can be submitted through the Online Parish Returns portal: <https://parishreturns.churchofengland.org>

Each parish should have login details for the portal but if you need help accessing it, please email the Statistics Team at statistics@cofesuffolk.org The deadline for this submission is **31 January 2024**.

In 2024 we will be continuing to work on the accuracy of the data we hold for parishes and volunteers. Thank you for all your help in 2023 in completing Contact Management System (CMS) audits. We will be repeating these audits in the early summer and would ask you to encourage everyone who receives a CMS audit request to complete it. This is especially important after your annual meetings have been held. Anyone with a role in the diocese has access to CMS. If you need support, please email cmssupport@cofesuffolk.org and we will be able to help you.

If you have any questions or any other data-related matters, please email the team on statistics@cofesuffolk.org.

Once again, thank you for all that you continue to do for your church and our diocese, and may I take this opportunity to wish you all a merry Christmas and a happy New Year.

Kind regards

Gary Peverley
Diocesan Secretary