



The Episcopal Diocese of Newark

31 Mulberry Street, Newark, NJ 07102 • 973-430-9900 • www.dioceseofnewark.org

Equipping congregations... Empowering people... Engaging the world... with the hope and justice of Jesus.

Wardens' Resource

For the convenience of Wardens, this resource includes all diocesan deadlines and other useful information of which they need to be aware.

Canonical deadlines

Contact: Paul Shackford, CFO,
pshackford@dioceseofnewark.org

Parochial Reports: March 1 episcopalchurch.org/page/parochial-report

The Parochial Report provides a summary of financial and other information, including membership, average attendance, and other important statistics for each congregation. The report is filed online directly with The Episcopal Church; the information is then available to the Diocese of Newark.

Annual Financial Audits: September 1 dioceseofnewark.org/audits

The Episcopal Church, as well as the Diocese of Newark, requires that all accounts of all congregations be audited each year. The Diocese of Newark has developed Audit Checklists which is to be used for all audits, whether performed by independent CPAs or internal audit committees within each congregation.

Annual Diocesan Pledge: December 1

The Diocese of Newark requires that each congregation submit its annual pledge by December 1. The information to be submitted includes: the pledge percentage; the estimated Normal Operating Income; and the resultant dollar pledge.

Finance Department deadlines

Contact: Leslie Thomas, Financial Assistant/Bookkeeper
& Diocesan Insurance Coordinator,
lthomas@dioceseofnewark.org

Annual Health & Pension Report: December 1 dioceseofnewark.org/hr/health-insurance-congregation-reporting-form

This annual report provides information to the diocese regarding the implementation of the Denominational Health Plan (DHP). The report asks for each congregation's policy for health benefits coverage, the process used by each congregation to determine and meet the health insurance and pension needs of its employees, and for the numbers of eligible and non-eligible employees.

Grant application deadlines

Contact: John King, Director of Administration,
jking@dioceseofnewark.org

If any of these deadlines falls on a Saturday, Sunday or legal holiday, the deadline will be the next business day.

ACTS/VIM Fund Grants: February 15 dioceseofnewark.org/funding/actsvim

Funds program proposals which address one or more of the following: Connect congregational development and community outreach; promote inclusivity and welcoming of outsiders (or program beneficiaries) into the Episcopal Church; foster and broaden clergy and lay

leadership in the congregation; demonstrate responsible stewardship of resources; offer creative vision for the church's witness and presence in the community; promote collaboration and cooperation; provide initial resources for new endeavors (seed money), which might otherwise be difficult to fund.

Marge Christie Fund Grants: February 15
dioceseofnewark.org/funding/congregational-vitality

Provides congregational missional funds for the support, strengthening, development and renewal of our congregations' mission and ministry. The fund's Board seeks to challenge and support our congregations as they prayerfully reflect on how their existing and future projects and programs might deepen and strengthen the congregation's missional identity.

Ward J. Herbert Fund Grants: February 15 (Cycle 1), May 15 (Cycle 2), October 1 (Cycle 3)
dioceseofnewark.org/funding/wjh

Provides funds for buildings that are used for congregational functions. Top priority is given to funds for deterioration of structure, hazards, and emergencies, such as required roof repairs and inoperative boilers. The fund's second priority is interior and exterior renovation to provide for expanded mission of the congregation.

Alleluia Fund Grants: September 30
dioceseofnewark.org/funding/alleluia

Supports outreach and social justice efforts, seeking to make a collective impact and witness in areas of human need in communities in our diocese.

Scholarship deadlines

Mary Rankin Scholarship: April 15
dioceseofnewark.org/funding/mary-rankin-scholarship

Contact: Sue Bennett, ECW Treasurer,
three.bennetts@verizon.net

For members of an Episcopal Church in the Diocese of Newark, who are involved in church, and school and/or community activities and have applied for admission to an accredited institution of higher learning.

Gertrude Butts Scholarship Fund: May 1
dioceseofnewark.org/funding/gertrude-butts-scholarship

Contact: Juli S. Towell, Scholarship Chair,
juliintj@yahoo.com

Undergraduate scholarship assistance to youth in the Diocese of Newark, with special emphasis on those who are orphaned, half-orphaned, and indigent; also, programs that serve youth in the Diocese of Newark.

George E. Rath Scholarship Fund: May 15
dioceseofnewark.org/funding/george-e-rath-scholarship

Contact: Kay Lark, Bishop's Executive Assistant,
klark@dioceseofnewark.org

For children of canonically resident clergy attending accredited four-year education institutions.