



Diocese of Missouri
THE EPISCOPAL CHURCH

Date: May 31, 2019

To: Clergy in Charge of Congregations, Senior/Bishop's Wardens, Treasurers, Program Chairs, and Diocesan Staff

From: Desiree Brattin
Executive Director of Finance & Administration

Re: 2020 Budget Requests

The process has begun for the preparation of the 2020 Operating Budget of the Diocese of Missouri. Diocesan Council will review and evaluate all requests and a final budget will be presented at Convention in November.

The attached document details the expected format and content of requests. Congregational requests will be reviewed in the following order: congregations engaged in redevelopment/start up work; congregations engaged in regional ministry; and congregations working with strategic goals and objectives that need short-term support. As you work to make your requests, please note in which of these categories your congregation should be placed. Diocesan Council will also give weight to those congregations that are up to date with their Parochial Reports and are paying their full assessment. If you are currently on a diminution schedule, please work to stay within that schedule. Quarterly reports will be required, which detail your Average Sunday Attendance and progress towards achieving your stated goals.

Budget requests must be received in the Diocesan Office by July 15, 2019. It is not the intent of Council to make an onerous process, nor are they looking for a large document- instead, they are looking for succinct answers to be able to form the best possible budget to serve the needs of the whole Diocese. I am available to assist you with any questions.

**Budget Request Proposals
For 2020 Operating Budget
Diocese of Missouri**

Please provide the following information for the budget request:

1. Description of need
2. The amount requested with a breakdown (salaries, supplies, rent, furniture, etc.) of the uses to which the funds will be applied
3. Financials for 2018
4. Budget for 2019 (as adopted by the appropriate body)
5. Proposed budget for 2020
6. List of all endowments and restricted funds and the income/principal and the amount used toward parish operations
7. A proposed time frame for your organization to assume full financial support of the program
8. Specific, measurable goals and outcomes of the request
9. For congregational request:
 - a) Mission Statement
 - b) Strategic plan
 - c) Number of pledging units for 2018 & 2019
 - d) Total pledges for 2018 & 2019
 - e) Average Sunday Attendance for 2018 & 2019
10. For other organization/program/ministry requests:
 - a) List of existing or anticipated funding sources with the amount of funds received from each
 - b) Any significant changes or trends affecting organization's income
 - c) Description of the program, how it fits the Diocesan vision of "Making Disciples, Building Congregations, For the Life of the World," and the long range plans of your organization
 - d) For an existing organization, the date organization was founded and its historic tie to the Diocese of Missouri
 - e) Number of people served or other specific measure of outcome
11. Contact name, phone number, and email address

NOTE: Only completed applications with documentation will be considered. Please provide one copy ready version with your submission (single sided, no staples, no paper clips).

Mail, fax, or email your request by July 15, 2019 to:

Ms. Desirée Brattin
Diocese of Missouri
1210 Locust St., 3rd Floor
St. Louis, MO, 63103
Fax: 314-231-3373
Email: desiree@diocesemo.org