



Episcopal Diocese of the Central Gulf Coast

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January 31, 2011

MEMORANDUM TO: All Rectors, Vicars, and Senior Wardens-in-Charge

FROM: Bishop Duncan

REFERENCE: 2011 Journal Directory Information

The attached Journal Directory Information Sheet should be filled out and sent back to the Diocesan office by **March 1, 2011**. It is very important that you take special care in proofing this information before you send it back to our office. The information you provide is used as the contents of the annual Diocesan Journal. If what you send us is incorrect, it will appear incorrectly in the Journal. Also, take care to fill in **ALL** information that you want to appear in the Journal for your congregation. If you can complete this form electronically, please e-mail your request to carmen@diocgc.org and we will e-mail the form to you for completion and return by e-mail to us. You may also print the form by visiting our website at www.diocgc.org under Parish Administration, then Forms, then scroll down to the Journal form. **If you complete the form manually, it would be helpful for it to be TYPED or PRINTED VERY CLEARLY because handwritten information is often hard to decipher.**

Please note: "Confirmed Communicants in Good Standing" is the number we will use to determine the number of delegates to which your congregation will be entitled for the next Diocesan Convention. This number should be the same as the number you put on the supplemental report you will be submitting with your Parochial Report.

Please return this form to us no later than March 1st. Otherwise, last year's information pertinent to your congregation may be what will appear in the Journal. Regarding old information: it is very important that your directory information be kept current during the year. Therefore, please let us know when your personnel changes during the year.

PMD,II/cmck

Attachment