

**2021 FAIRER SHARE: KEY DATES AND STEPS OF 2020 DATA COLLECTION PROCESS**

**Key Dates - 2020:**

Friday  
21 February

**PARISH SHARE 2020 DATA COLLECTION FORM**  
Select Deanery and Parish from dropdown menus

**COUNT PERIOD**

**SUNDAY 1 MARCH TO  
SATURDAY 4 APRIL**

**PRINT PAPER FORM AND  
COMPLETE BY HAND**

**ENTER DATA USING THE  
SPREADSHEET**

March - April

Present, review, approve  
Parish Share 2020 data  
collection form at PCC  
meeting or standing  
committee.  
**Include date of PCC  
meeting on form**

April

**PAPER**  
Parish Priest and Church  
Warden sign data collection  
form ("wet signatures")

**ELECTRONIC VERSION**  
Parish Priest and Church  
Warden "sign" data collection  
form by email.

Example: Church Warden completes the electronic file and send as an attachment in email to Parish Priest. In email to Parish Priest, the Church Warden clearly states that he/she has reviewed and approved the information and the date it was reviewed / approved by the PCC or Standing committee.

April

**POST** form to Rural Dean  
Keep copy for PCC records

**SCAN or TAKE PHOTOS** of  
the form.  
**EMAIL** to Rural Dean

Attach completed form  
(spreadsheet) in **EMAIL** to  
Rural Dean.  
Ensure email includes  
evidence of approvals from  
Church Warden and Parish  
Priest  
Keep copy for PCC records

Example: Parish Priest receive email from Church Warden with the completed electronic file, his/her approval and the date of approval by the PCC or Standing committee. The Parish Priest forwards the email to the Rural Dean and clearly states that he/she has reviewed and approved the information.

by Thursday  
30 April

Rural Dean receive  
completed and signed PCC  
forms by POST or EMAIL

from April

Rural Dean collate and enter  
the data in the Deanery  
Summary spreadsheet

April -  
Friday 22 May

Deanery Review Groups  
assess both the fairness and  
objectivity of the parish  
returns. Discuss returns  
with the parishes as  
necessary

No later than  
Friday 22 May

Rural Dean POST or EMAIL  
data collection forms to  
Diocesan Accounts  
Department.  
EMAIL Deanery Summary  
Spreadsheet to Diocesan

25 May to 1 June

Diocesan Accounts  
Department:  
Data input, validation and  
consolidation

From June to  
02 October

**Remaining stages of process:**  
16 June: Diocesan Synod  
18 September: FSRG  
24 September: DT meeting  
2 October: 2021 Share letters to PCCs