

2021 SHARE - TIMETABLE FOR PROCESS		
Dates in 2020	Action	Notes
Friday 7th February	Send notification of data collection exercise to DTs, LC, RD, Stewardship Groups as part of Dec year-end monthly reporting	
Friday 14th February	Send count notification as part of DioSec letter, Working Together February monthly news letter	
Monday 17th February	Notification email to all incumbents	
Friday 21 February	Mailing to PCC Treasurers and Rural Deans with Parish Share Data Collection form and guide	Publish on website
<b>5-week count: Sunday 1 March to Saturday 4 April</b>	<b>Parishes undertake church membership count or otherwise determine their membership</b>	<b>Please read the guide beforehand</b>
February & March	Reminder of key dates of count process included in Month End report to DTs, RDs & LCs	
<b>by Thursday 30th April</b>	<b><u>Return PCC data collection forms to Rural Deans, retaining a copy</u></b>	PCCs review and agree count and self-assessed category; this should be <b>noted in the PCC minutes</b> . The forms ask for the date of the relevant PCC meeting to be recorded. Forms can be submitted to RDs before the start of Holy week. <b>THIS YEAR FORMS WILL BE ACCEPTED BY <u>EMAIL OR POST</u></b>
from April to - Friday 22nd May	Deanery Review Groups assess both the fairness and objectivity of the parish returns  Deanery Review Groups discuss returns with the parishes concerned as necessary	<b>It is important that Deaneries engage with this exercise, to avoid claims at a later date that the count or category were incorrect</b>
<b>by Friday 22nd May</b>	<b><u>RDs send in data collection forms to Diocesan Accounts Department</u></b>	<b>RDs please observe this deadline which is critical to the whole exercise. THIS YEAR FORMS WILL BE ACCEPTED BY <u>EMAIL OR POST</u></b>
May	ADs review of Stipendiary clergy numbers	
25 May - 1 June	Diocesan Accounts department inputs data	Consolidation of: count and declared categories from PCCs as well as stipendiary clergy numbers
Tuesday 2 June	Issue preliminary results to Fairer Share Review Group and high-level summary for Diocesan Synod	By email
<b>Tuesday evening 16 June</b>	<b><u>Diocesan Synod</u></b>	Receive high-level summary of data collections results that will feed into 2021 share allocation and Diocesan budget
June	ADs meeting and review of draft figures	To scrutinise draft Share apportionment for 2021 and discuss anomalies, category modification implications, small parishes etc. Make recommendations as required
Friday 18th September	<b>Fairer Share Review Group (FSRG) meeting</b>	To scrutinise draft Share apportionment for 2021 and adjudicate on any issues which have arisen
Monday 21st September	Parishes' proposed Share allocations (within Deaneries) sent out to DTs RDs and LCs	
Thursday 24th September	<b>Deanery Treasurers (DT) meeting</b>	To discuss proposed 2021 Share apportionment
Friday 2nd October	<b><u>2021 Share notification letters emailed to all parishes/churches by Diocesan Accounts Department</u></b>	The Share figures notified will be final and not subject to change, unless caused by error within the Diocesan Office, in which case the DBF will absorb any loss.

EH  
18.02.20