



BUDGET MEMORANDUM

To: Lay and Clergy in charge of Mission Congregations, Programs or Committees

From: Jan Pate

Re: Budget Requests for the Diocesan Operating Budget for 2012

Date: August 31, 2011

It is time to ask for your input in formulating our Diocesan Operating Budget for 2012.

Please distribute these budget request forms to any whom you feel might be interested. We will also have them available on our website, www.episcopaldiocese-tn.org. We would like for this opportunity to be available to all interested groups.

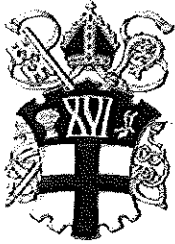
You will find included here the Budget Request Forms for 2012. There are two types: the **Budget Request for Diocesan Programs and Committees** and the **Budget Request for Mission Congregations**. Please choose the appropriate form for your request. If you represent a mission congregation, please also attach your proposed 2012 budget, or a preliminary estimate of the 2012 budget. It is important that the members of the Finance Committee and Bishop and Council have this information to put your request into context.

If you received support from the diocese during 2011, you'll have an opportunity to highlight the uses of funds received this year. Please give specific examples of goals reached and achievements realized. This will be very helpful to the reviewers of the 2012 requests.

The Diocesan Operating Budget is a statement of the priorities of mission and ministry of our community here in Middle Tennessee and beyond. We appreciate the thoughtful and prayerful formulation of your 2012 budget requests, and we look forward to learning more about what God is doing through you in the Diocese of Tennessee.

We ask that you mail or email your completed evaluation form and budget requests and financial statements, if applicable, by **September 30, 2011**.

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50 Vantage Way, Suite 107
Nashville, Tennessee 37228



**Budget Request for 2012
For Mission Congregations**

The Mission of the Episcopal Diocese of Tennessee is to encourage and to equip one another as the baptized people of God to witness to the reconciling and transforming power of Jesus Christ.

Mission Congregation: _____

Deacon/Vicar/Priest in Charge: _____

Senior Warden: _____

Address: _____

Phone: _____

Treasurer: _____

Address: _____

Phone: _____

Diocesan funding received in 2011: _____

Diocesan funding requested for 2012: _____

- 1.) What are your goals for this mission congregation in 2012 and/or the goals for this request of support and how do you plan to accomplish them?

2012 Budget Request for Mission Congregations

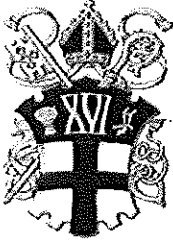
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- 5.) If you received support from the diocese in 2011, please describe the uses of the funding. Please also describe any successes achieved, goals realized and/or lessons learned. Please describe how you measured the accomplishments. Please use specific examples if helpful.

Please mail or email this form along with your 2012 proposed budget **by September 30, 2011**. If your 2012 proposed budget is not yet completed, please send a preliminary estimate.

Please make sure you are current in the submissions of your mission's 2011 monthly financial statements.

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**Budget Request for 2012
for Diocesan Programs and Committees**

The Mission of the Diocese of Tennessee is to encourage and to equip one another as the baptized people of God to witness to the reconciling and transforming power of Jesus Christ.

Program Area: _____

Diocesan Program or Committee line item description:

Diocesan funding received in 2011: _____

Diocesan funding requested for 2012: _____

1.) Please describe the uses of funding requested for 2012.

2.) What are your goals for this program in 2012 and how do you plan to accomplish them?

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- 6.) If you received support from the diocese in 2011, please describe the uses of the funding. Please also describe any successes achieved, goals realized and/or lessons learned. Please describe how you measured the accomplishments. Please use specific examples if helpful.

Please mail, email or fax this form along with your 2012 proposed budget by **September 30, 2011**. If your proposed budget is not yet completed, please send a preliminary estimate.

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Budget Request for 2012 for Diocesan Programs and Committees