



The Episcopal Diocese of Tennessee



The Rt. Rev. John C. Bauerschmidt
Bishop of Tennessee

BUDGET MEMORANDUM

To: Lay and Clergy in charge of Mission Congregations, Program or Committee

From: Jan Pate
Chief Financial Officer

Re: Budget Requests for the Diocesan Operating Budget for 2011

Date: August 17, 2010

As the heat index reaches towards 105, it is time to look forward to the winter months, budgeting and ultimately, Diocesan Convention!

We ask for your input in formulating our Diocesan Operating Budget for 2011 to determine your needs and desires for carrying out God's work through your program or mission.

Enclosed is an **Evaluation Form for 2010 for Mission Congregations, Programs or Committees**. This is for reporting on current year diocesan funding. Please take some time to answer these questions. Your insights will guide and inform the Finance Committee and the B&C as they work to bring a proposed Budget before the delegates at the next Diocesan Convention.

You will also find Budget Request Forms for 2011. There are two types included here: the **Budget Request for 2011 for Diocesan Programs and Committees** and the **Budget Request for 2011 for Mission Congregations**. Please choose the appropriate form for your request. If you represent a mission congregation, please also attach your proposed 2011 budget.

We ask that you mail, email or fax your completed evaluation form and budget requests and financial statements, if applicable, **by September 17, 2010**. The email address is jan.pate@episcopaldiocese-tn.org and the fax number is 615-251-8010.

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 2011 budget requests, and we look forward to learning more about what God is doing through you in our midst.

We are excited about things happening in the Diocese of Tennessee!

50 Vantage Way, Suite 107
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Evaluation Form for 2010
Mission Congregations, Programs or Committees

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

Name _____
(Mission Congregation, Program or Committee)

- 1.) Give a brief description of your mission congregation, program or committee activity or function. Please describe the uses of funding received in 2010. If you have outstanding funding requests, please project through the end of the year in your description of uses of funds.

- 2.) Are your goals for 2010 on target? What steps and timeframes are you using to accomplish your goals?

Evaluation Form for 2010 Mission Congregations, Programs or Committees
Page two

3.) What are your successes in 2010 and how are you measuring them?

Please mail, email or fax this form along with your 2011 Budget Request and proposed 2011 budget, if applicable, by **September 17, 2010**.

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**Budget Request for 2011
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: _____

Number of years this mission has received support: _____

Diocesan funding received in 2010: _____

Volunteers for Missions funding received in 2010: _____

Total Request for diocesan funding in 2011: _____

1.) What are your goals for this mission congregation in 2011 and how do you plan to accomplish them?

2.) How will you measure the success or achievement of your goals for 2011. Please be specific.

2011 Budget Request for Mission Congregations

Page two

3.) What target community will this congregation reach? State why this community was selected and how it will benefit?

4.) Please add any additional comments which might be helpful for our understanding of your work there.

5.) Please attach your 2011 proposed budget with this request.

Please mail, email or fax this form along with your 2011 proposed budget and evaluation form by **September 17, 2010**.

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Budget Request for 2011 for Mission Congregations

2011 Program Budget Request
Page two

4.) What target community will this program reach? State why this community was selected and how it will benefit from this program.

5.) Please add any additional comments which might be helpful for our understanding of your program.

Please mail, email or fax this form along with your 2011 proposed budget and evaluation form by September 17, 2010.

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Budget Request for 2011 for Diocesan Programs and Committees