**Dear Congregational Leader,**

Our committee welcomes the opportunity to work with our congregations as we support each other in our shared ministries.

**Overview**

Diocesan Council has charged the Assessment Coordinating Committee with the two-pronged task of assisting congregations in correcting errors and oversights they may have made when submitting their Annual Parochial Reports, and the task of recommending to Diocesan Council the granting of assessment relief to congregations for which the calculated assessment would impose an undue hardship. The congregations must submit applications for either or both considerations to the Assessment Coordinating Committee.

Our committee is one way that your Diocesan Council strives to make the contributions it asks from each congregation both fair and equitable. The Assessment Coordinating Committee is pleased and honored to provide this assistance for your congregation as each member of our diocese brings our individual and group gifts to work toward what we pray is God’s Mission for us together. Information on obtaining application forms follows.

**Parochial Report Corrections of Errors or Oversights:**

Occasionally, congregations discover that they had submitted incorrect information in their annual Parochial Reports. When those errors occur in the Financial Section of the report, they may result in errors in the calculation of the congregation’s Annual Diocesan Assessment and the calculations for the Total Clergy Compensation. Frequently, such errors are discovered when the Annual Assessments are sent to congregations in early May.

The Assessment Coordinating Committee reminds you that your 2023 Parochial Report forms the basis for the computation of your 2025 Annual Diocesan Assessment. If you have over-reported certain financial data, your assessment notification may reflect an assessment in excess of your fair share. If you determine that this is the case, you are encouraged to apply for a revision of your 2023 Parochial Report.

The application for Parochial Report revision is **2023\_Parochial\_Report\_Correct\_Blank.xlsx,** located on the Diocesan website at [**www.diomass.org/inside/docs/assessments**](http://www.diomass.org/inside/docs/assessments)**.** Please complete all information and include all requested documents with your emailed application**.**

**Assessment Adjustment Consideration:**

In addition to applications from congregations applying for Parochial Report corrections, the Assessment Coordinating Committee welcomes applications from congregations that find they are experiencing undue financial hardship or missing significant opportunities.

No simple formula can consider all the opportunities and hardships a congregation may encounter. Because the Diocesan Council wishes to provide congregations with an Annual Diocesan Assessment that is a means for each congregation to share in supporting the life of our diocese in a fair and equitable manner, the council has charged the Assessment Coordinating Committee with the task of reviewing applications from congregations who seek assessment consideration because of the hardship the calculated assessment will create for that congregation.

Of course, all of our congregations are expected to strive to contribute their fairly calculated assessments. Diocesan Council understands that occasionally congregations encounter circumstances that make that unrealistic.

The Application Form, **2025\_Assessment\_Adjust\_Blank.docx,** is located on the Diocesan website at [**www.diomass.org/inside/docs/assessments**](http://www.diomass.org/inside/docs/assessments)**.**The document provides some background material and step by step directions for completing the section application. Please answer all questions and include all requested documents when emailing your application.

**In Conclusion**

A congregation may determine that even with the proper correction to the Parochial Report, the resulting assessment will remain an unreasonable burden. Therefore, in the same year, congregations may apply for both corrections to the report and consideration for the assessment.

Please direct all questions or comments on either process to the Assessment Coordinating Committee at [AssessCoCom@Diomass.org](mailto:AssessCoCom@gmail.com) with subject line “Question: *your church’s city* or town*, your church's name*.” If you wish to speak directly to a member of the committee, please include that request in the text of your email.

Thank you for your faithful ministry**,**

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| The Assessment Coordinating Committee | |  |
|  | Ms. Connie Melahoures, Chair Ms. Diane Grondin |  |
|  | The Rev. David Prentice Mr. Edward Rewolinski Ms. Lynn Smith | |