


A Guide To Completing Your Statistics For Mission Returns Online

I. Accessing the online returns system

The simplest and easiest way to complete your returns is by using the national Online Parish Returns System, which can be found by following this link:

<https://parishreturns.churchofengland.org/>

This will take you to a page that looks something like this:



The screenshot shows the login page for the Church of England's Online Parish Returns System. At the top left is the Church of England logo and the text 'THE CHURCH OF ENGLAND Online Parish Returns System'. At the top right is a 'Log in' button. Below this is a large heading: 'Welcome to the Church of England's online parish return system'. Underneath, it says 'Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool'. There are two main sections: 'If you already have an account' and 'If you don't yet have an account'. The first section lists items to gather (Service registers, Accounts, Energy bills) and has a purple 'Login to enter or view your data' button. The second section asks for parish representative contact and has a 'Confused?' section with contact information. At the bottom, there is a note about printing forms.

THE CHURCH OF ENGLAND
Online Parish Returns System

Log in

Welcome to the Church of England's online parish return system

Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool

If you already have an account

If you're entering data then gather your numbers from:

- Service registers and numbers of baptisms, marriages, and funerals for statistics for mission
- Accounts for return of parish finance
- Energy bills for the Energy Footprint Tool

Login to enter or view your data

Forgotten your username and/or password? Don't worry, you can request a reminder by clicking the login button above.

If you don't yet have an account

Ask your parish representative or diocesan office to give you a username and password.

Confused?

If you have any queries or comments, please contact your diocesan office or the Church of England Research & Statistics unit: statistics.unit@churchofengland.org

Once submitted, your data will be available to your diocese to help them understand the activities and needs of their churches and to support their mission. Information provided through this system will be included in statistical publications and made available online.

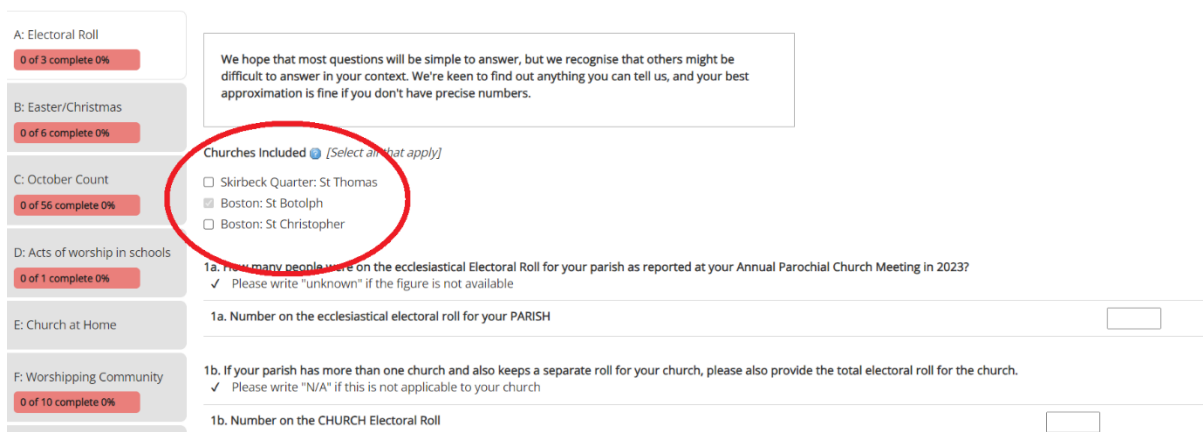
Some people find it helpful to print off a copy of the form as they collect together the numbers before entering in to their return. If you would find this helpful, the forms are given below:

If you've used the system before, press the purple "Login to enter or view your data" button, and enter your login details if you remember them. If you don't, or if this is the first time you are using the system, please write an email to statistics@lincoln.anglican.org or phone 01522 504050 (and ask for Tom) to obtain new login details. This should only take about 5 minutes or so.

Once you're in, press the "Enter your data" button, which will bring you to a list of the churches to which your account has been assigned. Click on the name of the church to enter your data.

2. Entering your data

If there is more than one church in your parish, or if you have requested that your account is assigned to more than one church, you will see a list of those churches (Fig. 2). Click all the churches to which the figures you're about to enter apply.



A: Electoral Roll
0 of 3 complete 0%

B: Easter/Christmas
0 of 6 complete 0%

C: October Count
0 of 56 complete 0%

D: Acts of worship in schools
0 of 1 complete 0%

E: Church at Home

F: Worshipping Community
0 of 10 complete 0%

We hope that most questions will be simple to answer, but we recognise that others might be difficult to answer in your context. We're keen to find out anything you can tell us, and your best approximation is fine if you don't have precise numbers.

Churches Included [\[Select all that apply\]](#)

- Skirbeck Quarter: St Thomas
- Boston: St Botolph
- Boston: St Christopher

1a. How many people were on the ecclesiastical Electoral Roll for your parish as reported at your Annual Parochial Church Meeting in 2023?
✓ Please write "unknown" if the figure is not available

1a. Number on the ecclesiastical electoral roll for your PARISH

1b. If your parish has more than one church and also keeps a separate roll for your church, please also provide the total electoral roll for the church.
✓ Please write "N/A" if this is not applicable to your church

1b. Number on the CHURCH Electoral Roll

Fig. 2: The list of churches. This section will only be visible if you're assigned to more than one church.

Next, begin entering your data in the boxes on the right-hand side. The questions are the same, and in the same order, as on the paper returns. If there is no data to be entered, please add a '0' (zero) rather than leaving it blank.

The form remembers what you added last year, and if this year's figures differ wildly from previous years' figures, you will be alerted and asked to double check.

Along the left-hand side of the form, there is a **navigation panel** which shows which sections have been completed. It also allows you to access different areas of the return without having to go through a section you have already started.

You don't have to enter all the figures in one session. If you need to pause, make sure you press 'Save and Return to Menu' so you don't lose any progress you've made.

When you get to the end of the form, there is a comments box where you can explain any exceptional circumstances that might have affected your figures. Examples of this might be; "church closed in October for roof repairs," "evensong attended by a surprise bus-load of tourists," or "morning prayer suspended due to interregnum." There are no wrong answers.

Then click 'next' which takes you to this screen:

2023 Statistics For Mission Return

Parish: **Your parish**

Church: **Your church**

Progress: **100%**

Submitted: **✘**

Validated: **✘**

[Submit Data to Diocese](#)

[Save and Return to Menu](#)

[Download report as PDF](#)

Display Last Year's Values?

If selected, last year's values will be shown alongside current year values in brackets with a *(smaller blue font)*. For checkbox and radio questions, options ticked last year will be shown as [x] while options ticked in the current year are shown as [✓]. Options ticked in both years are shown as [✓x]

The three options on the right are:

- I. Submit Data to Diocese** – If you're happy that all the figures are correct (to the best of your knowledge) and there's nothing more to add, press this button. You don't need to do anything else. You can close your browser and forget about Statistics for Mission for another year! (If you press it by accident, you'll have to send me an email so I can 'un-submit' it.)

- 2. Save and Return to Menu** – If you need to double-check some figures, or need to return to the form later for whatever reason, press this button to save your progress. When you log back in, you will be able to continue from where you left off.

- 3. Download report as PDF** – This will convert the figures you have just entered into a user-friendly report. This might be useful for PCC meetings, or if preparing a parish profile. There is also an option to display them alongside last year's figures for easy comparison.

If you have any questions along the way, please feel free to phone me on 01522 504050, and I will be more than happy to go through the form with you in as much depth as you need.

Thank you again for the time and effort that goes into gathering these stats. Your contribution is essential to the ongoing care and understanding of our churches and congregations, and your diligence, time and effort are greatly appreciated.