

If possible, please submit your attendance information using the Service Register app.
Alternatively, use this sheet to submit your data to your local Support Services Team, or to Central Services at St James' House.
(email: resources.team@liverpool.anglican.org)

How to complete this attendance return:

1. Please use one sheet for each church building, or worship service location, within your parish. If known, please enter the ID number for the church, where different from the parish ID.

2. Use one line to record each separate service. If more than one service takes place on the same day, use a separate line for each service.

3. Include **everyone** in the numbers you record (clergy and laity). If your children (e.g. Sunday School) meet in a separate building, please still include them on this sheet.

4. Include all services of all types. All services recorded within your Service Register book should be reported.

5. Enter the date and time (in 24 hour time format) into the first two columns for each service.

6. Enter the actual number of adults and children who attended the service in the third and fourth columns respectively.

7. Estimate the number of adults and children who may have already attended a service that week. Enter these estimations into the fifth and sixth columns respectively.

Note: for attendance records, each week starts with Sunday and finishes on Saturday.

Example A, if one churchwarden attended 2 services on the same Sunday then add 1 to the figure in column 5; if they attended 3 services on the same Sunday, add 2 to the figure in column 5.

Example B, if a person attends one service on Sunday and then also attends the midweek service, add 1 to column 5 against the midweek service only.

8. Indicate the type of service by marking an 'x' in the appropriate right hand column (columns 7 to 12). If 'other' service type is chosen, enter a service type description (in column 14).

9. If the same service is a combination of two types then place an 'x' in both columns.

Example C, if a service of baptism also includes communion, then place an 'x' in both columns 7 and 9.

10. 'Other' types of service can include,

- thanksgiving for birth or adoption
- wedding blessing following a civil marriage
- confirmation or other Episcopal service
- memorial service

Submitting your attendance information:

- You do not need to complete this record form if you are directly entering your attendance information into the Service Register app.

- You can use this record form to supply your service attendance data to your local support services team, who then enter the data into the Service Register app on your behalf.

- If you cannot use the Service Register app and you do not have a local support services team, then you can send this record form to the Central Services Team at St James' House or use the email address resources.team@liverpool.anglican.org.

- The best way to submit your attendance information is online through the Service Register app, which can be accessed through a mobile device, or a computer Internet browser.

- To gain access to the Service Register app, please contact the Resources Team on 0151 705 2180 or email resources.team@liverpool.anglican.org.