

FAQs about Annual Statistics 2023

1. Why are Annual Statistics collected?

Statistics provide valuable information for assessing the overall progress of the Diocesan Mission. The data which is collected is only used for regional and diocesan purposes and is not published on a parish by parish basis. Some descriptions have been provided below to help you provide data that is more consistent across the diocese. Numerical data will be collected from four dates across the year, which are averaged to give a more accurate number of the attendees. There is one question that will ask about the ongoing effects of COVID-19, but it does not require a numerical answer.

The Annual Statistics form is divided into two sections- **Congregation Attendance**, and **Children's and Youth Programs**. The data is submitted via an online form accessible through the SDS portal for your parish (login required). Please submit your data for both sections by **Friday, 16 February 2024**. If it is not possible to submit your data by this date please contact the Diocesan Registry at registryforms@sydney.anglican.asn.au.

2. What are the definitions of the categories required for Congregation Data?

a) **Adult Attendee** – all attendees 18 years and older who attend a congregation.

Peter and Yuki attend a 10am service. They are included in **Adult Attendee** numbers for their congregation.

Sometimes Yuki comes back for 7pm church. She is also included in the **Adult Attendee** numbers for the evening congregation on those nights.

Peter's father, Jim, attends a service at his nursing home on a Wednesday morning run by the local parish. Jim is an **Adult Attendee** for that congregation.

b) **Attendees under 18 years (in church entire service)** – those who stayed in for the whole service

Peter and Yuki's 8 year old daughter stays with them in the 10am service. She is included in the **Attendees under 18 years (in church for entire service)**.

Peter sometimes sits in the Cry Room with their 1 year old niece. The niece is included in the **Attendees under 18 years (in church for entire service)**.

Peter and Yuki's 14 year old daughter comes to 7pm church. She is included in the **Attendees under 18 years (in church for entire service)**.

c) **Attendees under 18 years (in church only at start)** – those who went out to a Sunday School program

Peter and Yuki's 14 year old daughter attends a program during the 10am service which does some Bible Study for youth who are of high school age, leaving the service after the first song. The numbers of youth attending this program are recorded in two places- **Attendees under 18 years (in church only at start)** and also in the Sunday School section (see next page).

Cindy is 17 and helps lead a Sunday School program for 5-12 year olds during a 4:30pm Saturday service. Cindy starts off in the service and then goes out with the younger children after 15 mins. Cindy is included in the **Attendees under 18 years (in church only at start)** numbers.

3. How do I calculate the data required for Congregations?

For each congregation that met in 2023, you will need to find the numbers of:

- Adult attendees**,
- Attendees under 18 years (In church for the whole service)**, and
- Attendees under 18 years (In church only at start)**

who attended your congregations over four regular weeks, typically the fourth weeks in February, May, August and November. It is important that there were no special events on that week, eg. Baptisms and Confirmations, Church Anniversaries etc. that might give unrepresentative numbers. If there was something special on, just choose a week close to that date that is representative. If your congregation started part way through the year, please choose weeks from as many of the months listed above and average those figures, eg. add figures from August and November and divide by two.

You may find it helpful to print the optional **Congregation Attendance worksheet** found at the end of this document to pencil in your answers before entering them online.

Every parish has a church location licensed to it, and sometimes a parish will have multiple church locations listed for it, eg. the Parish of South Head has two church locations- St Peter's and St Michael's. In the form, each of the licensed church locations for your parish should be showing. You will be able to give details, congregation by congregation, for all of your church locations. The following picture shows what the fields look like in the online form and where to record the numbers.

For each church location that is listed, indicate whether or not congregations were taking place in person there in 2023.

If you answer Yes for a location, you will be given the option to record the day, time and frequency for the first congregation meeting in that location.

Record the adult attendee number, and the two categories of under 18 year olds as defined on page 1 of these instructions for this congregation averaged from four regular weeks across 2023.

If you have any comments about these number for this congregation please tick the box and record them.

If you had more than one congregation meeting in this same location tick the box to add a second congregation.

Repeat all these steps for the second and any subsequent congregations until you can move on to repeat the process with any other church locations listed.

St Michael's, Gilliver Ave, VAUCLUSE NSW 2030

Were regular services held here in 2022? *

Yes
 No

Please add as many congregations as needed for this church location and list the attendances.

Averaging Attendance Numbers:

- Choose 4 regular weeks from 2022 (typically the 4th week in February, May, August and November).
- Add the 4 adult attendance figures from the dates above together for the first congregation.
- Divide by 4 to get the average adult attendance in a regular week for the first congregation. Use this figure in the "Adults" field below.
- Repeat this process for the under 18s who stayed for the whole service, and the under 18s who left for a Sunday School program partway through.
- Repeat for each different congregation. See the FAQs for more details.

Congregation 1 at:

St Michael's

Day: * **Time: eg. 7:00 PM *** **Frequency: ***

Please select... Please select...

Averaged Attendance figures for this congregation:

Adults: *

<18 years (in for whole service): *

<18 years (in for part of service): *

I would like to give a clarifying comment about my answers above.

Add a second congregation for this location

At times, there will be congregations that meet regularly at other locations, eg. a local school. If it is not listed as a church location for your parish, you can give the extra location and address, and then complete attendance figures for the congregation that meets there.

Give the name of the location and its street address, then enter the day, time and frequency for the congregation meeting in that location.

Record the adult attendee number, and the two categories of under 18 year olds as defined on page 1 of these instructions for this congregation averaged from four regular weeks across 2023.

If you have any comments about these number for this congregation please tick the box and record them.

To add another extra congregation, chose the Add another congregation link in the bottom right of the section.

Repeat all these steps for other congregations until you can have recorded attendance figures for all your congregations.

Were there additional regular congregations that met in other locations? *

Yes

No

Additional Congregations

Averaging Attendance Numbers:

- Choose 4 regular weeks from 2022 (typically the 4th week in February, May, August and November).
- Add the 4 adult attendance figures from the dates above together for the first congregation.
- Divide by 4 to get the average adult attendance in a regular week for the first congregation. Use this figure in the "Adults" field below.
- Repeat this process for the under 18s who stayed for the whole service, and the under 18s who left for a Sunday School program partway through.
- Repeat for each different congregation. See the FAQs for more details.

Name of Location: *

Street Address: *

Day: *

Time: eg. 7:00 PM *

Frequency: *

Averaged Attendance figures for this congregation:

Adults: *

<18 years (in for whole service): *

<18 years (in for part of service): *

I would like to give a clarifying comment about my answers above.

- Click the option (below right) to provide details for **another congregation** until all congregations have been reported.

[Add another congregation](#)

4. What are the definitions of the categories required Children's and Youth Programs?

Children's and Youth Programs typically happen regularly during school term times and do not cover programs such as once a year special events.

- a) **Sunday School** - Sunday School refers to a program in which participants are between approx. 2-18 years old. It can happen on any day of the week (not just Sundays), but would be happening immediately before, during or after a congregational meeting. Most of the parents of the children would attend the congregational meeting happening around the same time. This is what sets it apart from Mid-week Children's Program or a Youth Program (see below for descriptions of those).

Peter and Yuki's 14 year old daughter, Jane, attends a program during the 10am service which does some Bible Study for youth who are of high school age, leaving the service after the first song. The numbers of youth attending this program are recorded in two places- Attendees under 18 years (In church only at start) and also in the **Sunday School** section.

Sienna is 10 and is dropped off for her program in the church hall which starts at 5pm on a Saturday. It starts at the same time as a congregation in the church building, and even though her mum doesn't go to the service, most of the parents do. Sienna is counted in the **Sunday School** attendance numbers.

- b) **Mid-week Children's Program** - Mid-week Children's Program refers to a regular program in which children approx. 0-12 years old participate, eg. Playgroups, after school Kid's Club etc. held at a time **other than** immediately before, during or after a congregation. The numbers that are counted are the numbers of children who attend, and not the caregivers or leaders of the program.

Jackie attends a playgroup at her church with her baby son on a Wednesday morning. Her son and all the other children are recorded as attendees of a **Mid-week children's program**.

Later in the week, Jackie's other 12 year old son, Andrew, attends a Kid's Club after school. He is recorded as an attendee of a **Mid-week children's program**.

In the holidays, Andrew also attends a week long Kid's Holiday Club. These numbers are **not** recorded as it is only run once a year and is not a regular program.

- c) **Youth Program** - Youth program refers to a regular program for youth approx. 13-18 years old held any time of the week but not occurring immediately before/during/after a congregation that might be typically attended by their parents. Programs that fit into this category are often known as Youth Groups and typically happen in an afternoon/evening, and are distinct from Youth Sunday School type of programs which typically happen concurrent with a morning congregation which is attended by most of the parents of the youth.

Peter drops off Jane, his 14 year old daughter, for Youth Group that runs for 2 hours before evening church. Once or twice a term, Peter stays to help cook dinner for the youth. The attendance numbers of Jane and the other youths in this program are recorded as a **Youth Program**.

Andrew is 12 years old and in year 6. For most of the year he has been going to Kid's Club on Friday afternoons. In term 4, he and the other children in year 6 stop going to Kid's Club and join the Friday evening Youth Group. From term 4, he is included in the **Youth Program** numbers.

- d) **Special Religious Education** - Special Religious Education (SRE) refers to students in classes held in local government schools. There is a wide variety of ways that volunteers and paid teachers teach these classes. We have broken it down into two categories:

1. SRE taught by members of your parish, who each typically teach just a class or two (or maybe more)
2. SRE taught by a designated teacher, supported (often paid) by multiple parishes, who covers the classes in an entire school, or multiple schools.

The enrolment numbers that are recorded under type 1) will be distinct to your own parish, while the enrolment numbers recorded under type 2) will then be recorded in each of the online forms completed by multiple parishes. In previous years we have asked for averaged attendance numbers, but going forward we will be collecting enrolment numbers only to simplify the process. If this information cannot be accessed easily, please just provide an estimate and make a comment in that section to let us know.

Julie teaches year 1 SRE at her local public school. She has a helper in the classroom from another parish. The number of enrolments in Julie's SRE class are included in her parish's statistics in the **SRE taught by members of my parish** section. They are not included in the helper's parish statistics as this would count the students twice.

Josh teaches SRE across three different high schools. He is supported by five parishes in the area. The total enrolments in his classes, and the schools he teaches at, are included in the **SRE taught by paid teacher** section of every parish who supports him, to give some cross reference.

5. How do I calculate the data required for Children and Youth Programs?

You may find that you have multiple regular groups that fit within each category. If all of your groups meet weekly during school term time, please follow the instructions below. If you have some groups that meet weekly and some that meet fortnightly, for the purpose of this form please treat them as if they were all weekly and follow the instructions below, but please make a clarifying comment in that category to let us know.

You may find it helpful to print the optional **Children's and Youth Program worksheet** found at the end of this document to pencil in your answers before entering them

- a) For each category active in your parish in 2023, eg. **Sunday School**, find four regular weeks, typically the fourth weeks in February, May, August and November. It is important that there were no special events on that week, eg. Baptisms and Confirmations, Church Anniversaries etc. that might give unrepresentative numbers. If there was something special on, just choose a week close to that date that is representative. The following picture shows what the fields look like in the online form and where to record the attendance numbers from your chosen week.

Sunday School

Sunday School refers to a program in which 2-18 year olds receive structured content occurring immediately before/during/after a congregation. The parents might typically attend the congregation. [See here for more details.](#)

Did Sunday School occur regularly in your parish in 2022? *

Yes
 No

- Choose 4 regular weeks from 2022 (typically the 4th week in February, May, August and November).
- Identify Sunday School attendance figures from the regular week in February, including all such groups in your parish that happen across your different church locations.
- Total those February figures to give the number of children who attended all Sunday Schools in your parish during the regular week of February.
- Repeat for May, then August and November.
- Add the 4 totals from above together and divide by 4 to get the average Sunday School attendance in a regular week. Use this figure in the field below. See here for a worksheet to print.

Averaged Sunday School Attendance data:

Frequency: * Averaged Attendance for a typical week: *

Please select...

I would like to give a clarifying comment about my answers above.

The average attendance number recorded here is the average number of attendees at all Sunday Schools you run in your parish, eg. in a given week you might have a Sunday School at the 10am Sunday morning service as well as a Sunday School at the 4pm Saturday afternoon service. The number you record here is the total attendees at any Sunday School run in your parish in a typical week. Use the instructions in the form to help you find this number. You can leave a comment regarding this section by ticking the box and giving details.

Repeat this for every section in the Children's and Youth programs, ie. Mid-week Children's Programs, Youth Programs and SRE Programs.

6. What data are we collecting about COVID-19?

In 2020 and 2021, we collected the answers to a range of questions to find out how different parishes worked through the times when we were under COVID-19 restrictions. During the years of 2022 and 2023 we were not subject to restrictions so there is not a separate section dedicated to COVID-19 restrictions. However there is one question on the first page which allows an open ended response if there is anything you would like to be recorded about the ongoing effects of COVID-19 in your parish.

7. Further questions?

If you have further questions after reading these FAQs, please contact Anna at the Registry on 9265 1515, or at registryforms@sydney.anglican.asn.au and we will respond to you as soon as possible. Please submit your data by **Friday, 16 February 2024**. If it is not possible to submit your data by this date please contact the Diocesan Registry at registryforms@sydney.anglican.asn.au.

OPTIONAL Congregation Attendance Worksheet:

You may find it helpful to print off this worksheet to help you collect your answers before completing them in the online form. The online form is accessible through the SDS portal for your parish (login required).

For each congregation active in 2023, you will need to find the numbers of **Adult Attendees, Attendees under 18 years (in church entire service)**, and **Attendees under 18 years (in church only at start)** who attended your congregations on a regular week in February, May, August and November. Add up the attendance numbers for Adult Attendee for the 4 chosen weeks. Divide the total Adult Attendees by 4 to give the average for the Adult Attendees. Round it up to the nearest number. Repeat for the other categories for each 2023 congregation.

Example (also see below in worksheet) :

9am Congregation, **Adult Attendee** numbers

1. 60 (4th week in February)
2. 63 (4th week in May)
3. 54 (4th week in August)
4. 73 (4th week in November)

Total attendance = 60 + 63 + 54 + 73 = 250

Average attendance = 250 divided by 4 = 62.5

Figure to record = 63 adults

Street Address, Day, Time & Frequency	Example Congregation			Congregation 1			Congregation 2			Congregation 3			Congregation 4		
	Adults	<18s whole time in church	<18s partial time in church	Adults	<18s whole time in church	<18s partial time in church	Adults	<18s whole time in church	<18s partial time in church	Adults	<18s whole time in church	<18s partial time in church	Adults	<18s whole time in church	<18s partial time in church
4 Dates in 2023															
Feb 2023:	60	12	25												
May 2023:	63	10	20												
Aug 2023:	54	13	23												
Nov 2023:	+ 73	+ 11	+ 22												
Total =	250	46	90												
Average: Total ÷ 4 =	62.5	11.5	22.5												
Use these rounded 2023 numbers in the online form →	63	12	23												

Please contact Registry staff at registryforms@sydney.anglican.asn.au if you have further questions.

OPTIONAL Children's and Youth Program Worksheet:

You may find it helpful to print off this worksheet to help you collect your answers before completing them in the online form. The online form is accessible through the SDS portal for your parish (login required).

For each **Sunday School**, **Mid-week Children's Program**, **Youth Program** and **SRE Program** active in 2023, you will need to find the numbers of children and youth who attended on a regular week in February, May, August and November. Add up the attendance numbers for each program for the 4 chosen weeks. Add these totals with all other program totals in that category. Divide the total for that category by 4. Round it up to the nearest number. Repeat for the other categories for each 2023 Children's and Youth Programs.

Example (also see below in worksheet) :

3 Sunday Schools – Sunday 10am 5-12 years, Sunday 10am 13-16 years, and Saturday 5pm 2-12 years.

Attendance for each of the Sunday Schools, 4th week in February: 60, 12, 25

Attendance for each of the Sunday Schools, 4th week in May: 63, 10, 20

Attendance for each of the Sunday Schools, 4th week in August: 54, 13, 23

Attendance for each of the Sunday Schools, 4th week in November: 73, 11, 22

Add the total attendance over the 4 weeks = 250 + 46 + 90 = 386

Average attendance in a week = 386 divided by 4 = 96.5

Average figure to record = 97 Sunday School attendees

Day, time	Example Sunday Schools			Sunday Schools	Mid-week Children's Programs			Youth Programs			SRE	
	Sunday, 10am 5-12 years	Sunday, 10am 13-16 years	Saturday, 5pm 2-12 years							Enrolled parish member Students of teachers	Enrolled Students of designated teacher (multi parish support)	
4 Dates in 2023												
Feb 2023:	60	12	25									
May 2023:	63	10	20									
Aug 2023:	54	13	23									
Nov 2023:	+ 73	+ 11	+ 22									
Totals =	250	46	90									
Average: (Add Totals) ÷ 4 =	(250 + 46 + 90) ÷ 4 = 96.5											(No need to average enrolment numbers)
Use this rounded 2023 number in the online form →	= 97											(No need to average enrolment numbers)

Please contact Registry staff at registryforms@sydney.anglican.asn.au if you have further questions.