



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

A Brief Guide to entering Statistics for Mission Returns Online

The following guidance on how to complete the return should be read before entering data as it will help you understand how the form works and some of the logical checks that it provides to help improve the accuracy of the data being entered.

1. Log into the Church of England's online parish returns system
<https://parishreturns.churchofengland.org/>

Helpful tip: If you click your pointer on the ? symbol a 'help box' will appear to guide you. Look out for these as you go through the form. Once you are online, there is also a user guide at the top of the screen.

2. You will be shown the parish(es) that you have access to complete the returns for. Click **Access Forms** and select the Church (second column in blue) that you want to submit the data for (remember that the return is per church).

If you want to submit combined church data you need to select the main parish church and, having got to page one of the relevant form you can tick, by way of the '**Churches Included**' section, to include one or more other churches in the parish within the one return. If you don't tick the box you will need to do a subsequent return for the churches excluded. If you subsequently realise that the data from one or more churches should be separate then simply un-tick the box and the data you enter will be treated as only relating to those churches still ticked!

3. Click on the **2017 C of E Statistics for Mission Return** link to start the online return form. You will then be presented with a page that looks like page 1 of the paper form, with boxes to enter the relevant numbers. Click between each box to enter the number.

When entering figures please ensure that you complete every box - nil returns should be indicated with a '0'. This is really important as the system records the extent to which the form has been completed and blanks will show as incomplete forms.

4. You will be guided through the 10 pages of the return: when you have entered a page click '**Next**' to move on. If there are blanks on the page the system will challenge you. If it is your intention to return at a later date simply click '**Next**' to override the challenge. If a question is missed, or an answer is not accepted, the box will turn RED and offer guidance to correct it before it will progress.
5. When you have completed all the pages of the form you will be presented with the option of: '**Submit Data to Diocese**' '**Save and Return to Menu**' or '**Download report as PDF**'. Please note that once you press '**Submit Data to Diocese**' you will not be able to make further

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adjustments to your entry therefore it is recommended that you take a copy of the report first and satisfy yourself that the form has been properly completed. If you select 'Save and Return to Menu' option you will be able to return at a later date to enter additional data or complete your return. It will also tell you whether the form is complete and remind you of its' status.

Once the data has been submitted to the Diocese, a green tick will appear against the record. The job will be complete when every church for which you are responsible for has a 100% against each return and a ✓ in the 'submitted' column