Dear Colleagues,

As the Covid numbers continue to bounce on the daily charts of the FL Department of Health, there can be little doubt that scores in most of our counties in Central Florida are on the rise by one or two percentage points when compared with previous weeks. I do want to remind all Rectors, Vicars and Priests in charge that the guidelines for Phase III are still in effect (with the one addition that clergy are required to wear masks during the Prayer of consecration.) Should there be 7 consecutive days where the county reports show 10% or higher positive test results, we will return to Phase 1 guidelines. Despite significant efforts of wearing masks, sanitation and PPE, two of our area churches are currently closed due to a worshipper testing positive. Please remind your folks - if they are not feeling well or suspect that they may have been in close sustained contact with others who may test positive - that they please stay home rather than risk exposing fellow church members and guests to Covid-19. As time wears on, diligence lessens and “covid fatigue” wears on. It is precisely at this time when we are most vulnerable. Clergy, please continue to provide strong leadership and model the safety and respectful behavior of others to your flock!

Faithfully,

If you did not get a chance to watch the videos of clergy conference, they are available at this link: https://tinyurl.com/2020ClergyConference. This link takes you to videos of Bishop Thorpe's three teaching sessions (including the powerful opening COVID video) + Bishop Brewer's Eucharist sermon at the 2020 Clergy Conference.

Additionally, Bishop Brewer mentioned what he is currently reading during his Tuesday update at the conference and Bishop Thorpe offered some supplementary reading recommendations. Several folks have asked for their respective reading lists.

**Bishop Brewer's Reading List (shared during Tuesday, 10/20 update at Clergy Conference)**

1. *City of God* by Saint Augustine of Hippo
2. *How to be an Antiracist* by Ibram X. Kendi
3. *Love is the Way: Holding onto Hope in Troubling Times* by Bishop Michael Curry and Sara Grace
4. *Be the Bridge: Pursuing God's Heart for Racial Reconciliation* by Latasha Morrison
5. *His Truth is Marching On: John Lewis and the Power of Hope* by Jon Meacham and John Lewis

**Bishop Thorpe's Post-Conference Reading List**

1. *Journeys to Significance* by Neil Cole (a leader's guide to Paul's journeys)
2. *Marks of a Movement* by Winfield Bevins (reflecting on the Wesleyan Revival for today's church)
3. *Canoeing the Mountains* by Tod Bolsinger (How do you respond when plans change?)
NEWS FROM CPG
The Church Pension Group is now collecting data on race, ethnicity, gender identity and sexual orientation from all working and retired deacons, priests and Bishops on a voluntary basis. This effort supports the Episcopal Church’s Becoming Beloved Community initiative and addresses four resolutions passed by the 79th General Convention. This information will not be used to administer benefits and will not be printed in the Episcopal Clerical Directory. CPG is requesting that all clergy (active and retired) to log into your profile via cpg.org, click on “Edit profile”, click “Clergy information” and go to “Church Reporting”. There are three quick questions. If you have any trouble accessing your CPG profile, please call 855-594-2201.

Dear DCF clergy,

I am emailing to invite you to a training event on November 17, 2020, 10am to 3pm. Randy Pope will be with us to talk about "Life on Life Missional Discipleship."

Life on Life Missional Discipleship will help ignite a movement of discipleship in the church where you lead and serve. Randy Pope is the founder of Life on Life Ministries, the lead teaching pastor of Perimeter Church, and author of Insourcing: Bringing Discipleship Back to the Local Church. To read more about Life on Life Ministries, click here. To ready more about Randy, please click here.

The event is free, but registration is required. Also, lunch will be provided if you'd like but there will be a $15 charge for that. Register here: https://mailchi.mp/9db638f2d74b/cxpwpl5ctv

There are only 75 spots so please register so you have a spot reserved. You are welcome to bring lay leaders if you have leaders in mind regarding discipleship. Leaders from other local churches will be invited as well.

Best, Canon Justin Holcomb

The Rev. Herbert “Bert” Daly accepted the call to be the next Rector of St. Francis of Assisi Episcopal Church in Lake Placid, FL. His first Sunday will be November 1st, 2020. Bert was formerly the Rector of St. Mark’s Episcopal Church in Starke, FL. A curious tidbit of information - Bert is the cousin of Canon Dan Smith, Priest in charge of Holy Cross in Sanford. Welcome, Bert! If you would like to send him a welcome email, his address is bdalyjr@hotmail.com.

The Rev. Rodney Roehner has accepted a call to be Rector at St. Matthew’s Episcopal Church in Maple Glen, PA. It is a very active church with an ASA of 181 and membership of 600. Maple Glen is about 10 miles north of Philadelphia where Rodney has several family members in the area. We say a fond farewell and pray God’s richest blessings to him in his new ministry at St Matthew’s. Rodney’s final Sunday at St. Paul's in New Smyrna Beach (where he has served since February 2015) will be on December 6, 2020.

SAVE THE DATE
Clergy Conference 2021 will be held at Canterbury Conference Center on October 18-20, 2021
You have likely seen this notice that was sent to all Rectors/Vicars/Priests-in-Charge, and a similar letter was also sent to all Senior Wardens in charge, but in case you have not, here it is again. Please pay close attention to the paragraph in red!

At last week’s Diocesan Clergy Conference, Bishop Brewer informed you of the Boy Scouts of America filing for Chapter 11 bankruptcy earlier this year.

The bankruptcy court has established Monday, November 16, 2020 at 5 p.m. EST as the deadline for filing abuse proofs of claim from individuals. Monday, November 16, 2020 at 5 p.m. EST is also the deadline for other types of creditors such as dioceses and individual congregations to file a general proof of claim. Time is of the essence, so we are strongly suggesting you file your church’s claim by Monday, November 9, 2020 at 5 p.m. EST.

I am writing to you today for three reasons: 1.) To notify you of congregations in the Diocese of Central Florida who we know have hosted, sponsored, or were otherwise involved with Scout activities; 2.) To ascertain which of our congregations for sure have had or still have active Scouting activities hosted, sponsored or otherwise involved, at their churches and are not on our “known” list and 3.) To hear from those churches not falling under number 1 or 2 above. I believe it is very difficult for a church to conclude with certainty that no such activity occurred in the early years of some of our churches.

Category 1 - Churches in the Diocese Known to have hosted Scout Activities

From historical documentation provided by the Boy Scouts of America, as well as from communications received from some of you since last week’s clergy conference, we have information indicating that the following churches hosted, sponsored or otherwise were involved with Scout activities as of March 31, 1988. In the following list a “C” indicates Cub Scouts, an “S” indicates Boy Scouts and a “P” indicates Ships:

1. Bartow, Holy Trinity Episcopal Church (C)
2. Crystal River, St. Anne’s Episcopal Church (C)
3. Deland, St. Barnabas Episcopal Church (S)
4. Inverness, St. Margaret’s Episcopal Church (C and S)
5. Lakeland, All Saints’ Episcopal Church (C and S)
6. Lakeland, St. Stephen’s Episcopal Church (C, S and P)
7. Longwood, Church of the Resurrection (C)
8. Maitland, Church of the Good Shepherd (C and S)
9. Melbourne, Holy Trinity Episcopal Church (C)
10. Melbourne, St. John’s Episcopal Church (C)
11. Orlando, St. Michael’s Episcopal Church (C and S)
12. Orlando, Holy Family Episcopal Church (C)
13. St. Cloud, Church of St. Luke and St. Peter (C)
14. Vero Beach, Trinity Episcopal Church (C)
15. Winter Haven, Holy Cross Episcopal Church (S)
Category 2 - Churches in the Diocese which have hosted Scout Activities not on our “Known” list
If your congregation is not listed above but it has hosted, sponsored or otherwise been involved with Scout activities in the past or if it is currently hosting, sponsoring and involved with Scouting activities, please reply to this email immediately notifying Diocesan Secretary Sarah Caprani at scaprani@cfdiocese.org. Be sure to include in your email to Sarah the name of your church, dates (approximate dates are fine) of the troop’s activity at your church, whether or not you hosted Cub Scouts or Boy Scouts or other, and any other details (e.g. which member of clergy liaised with the scout leaders, whether or not you are aware of any claims of sexual misconduct).

Churches which do not fit Category 1 or 2 above
We will in all likelihood suggest that these churches file a proof of claim because we have learned that very few of our older churches can state with certainty that they did not host, sponsor or have any other involvement with Scouting activity.

Next Steps
As early as possible next week, I will distribute instructions for how to file a general proof of claim. Again, the deadline for submitting proofs of claim is Monday, November 16, 2020 at 5 p.m. EST. However, we would hope that all churches have claims filed by Monday, November 9, 2020 at 5 p.m. EST.

I am grateful for your cooperation.

Respectfully,

Chancellor Council “Butch” Wooten

A word about Church records

Guidelines for Amending Church Records for Name and Gender Changes (based on a Resolution A088 of the 79th General Convention and a Resolution adopted by the Executive Council of TEC on Oct 12, 2020)

These guidelines should be shared with any persons responsible for using or recording data in official church records, parish registers and member-based records. A right to identity, a right to privacy of personal information and the right to be forgotten all must be safeguarded to respond to individuals’ desire to amend their name and gender and to protect their personal information. It is prudent to remember that some church records, particularly signed, contemporaneous records of baptism, still offer evidential proof of identity for legal purposes. The following guidelines offer a standard for honoring requests to change church records while maintaining the canonical, legal, and historical trustworthiness of the record. The persons affected by these provisions include a variety of individuals who present a request for a change to their identity in a church record. These include transgender and non-binary individuals, adoptees, parents and guardians of minors with name and
gender changes, divorcees, those affected by abuse or under the protection of the courts, and other individuals who have made a convincing case for a legal or common law name change.

Parishes, dioceses, offices, agencies, and institutions of The Episcopal Church all have records affected by these guidelines. Any number of unspecified administrative records may exist in a parish or other ecclesiastical jurisdiction such as informal mailing lists or published directories, or more complex and detailed such as membership or personnel databases.

Implementation principles:

A majority of states in the United States and many foreign countries now accept and accommodate requests for changes to name and gender identifiers in personal records. The Episcopal Church recommends that its dioceses, parishes, and related agencies and entities provide a similar accommodation in amending personal information in records including parish registers, membership records, applications, and databases. The principal elements of such requests are:

- the request is made by the person or a legal representative who can be identified as being the person represented by the record (or can attest to that fact)
- that in cases of minors or dependents the parent or guardian can demonstrate legal authority to represent the requester
- that evidence of legal name change be presented for validation at the time of the request
- the request is made in writing from the requestor or legal guardian accompanied by a brief statement of sincere intention, and an understanding of the permanent status of the record.
- requests made in prohibitive situations by individuals who can demonstrate an attempt to change their legal name but have been denied by a particular jurisdiction or prejudicial error.

In cases where either personal identifying information (PII) or sensitive identifying information (SII) are recorded, the record creator and custodian are under an ethical responsibility not to release personal information without the consent of the individual for purposes unrelated to the original action. Protecting personal information, which is given for a specific purpose and especially with an assumed level of confidence (i.e. with a level of confidentiality), is a basic aspect of trust within any community and should be carefully observed by the Church’s authorized representatives.

Types of records affected by requests for identity changes

Sacramental records in the parish register (baptism, confirmation and marriage records)

Membership Records (communicant lists membership rolls or databases, pledge and donation records, parish directories) - Changes made in sacramental records require the authorized individual who is the recorder to make corresponding changes to other membership and administrative records.

Ordination Records, administrative and personnel records for lay and clergy (personnel files, recruitment files volunteer files, administrative files and mailing lists.)
Best practices for amending and keeping an authentic record

- For parish registers and other permanent paper records, draw a single line through the original information, while keeping the previous entry legible. Sign or initial and date the strike-out. Add the new information adjacent to the original entry, in the margin, or other available space, including the current date. Parish registers less than 80 years (US census regulation) should be treated as private records and not open to unauthorized viewing.

If you or any member of your staff are interested in the complete report and guidelines, please send a request to sholcombe@cfdiocese.org and I will be happy to send the series of detailed steps for documenting such changes.

--------------------------------------------------------------------------------------

How the heck do we count people for the 2020 Parochial Report?

This has been the question of the year! I finally have your answer! From the October 12th meeting of the Executive Committee comes the answer:

- “For 2020, calculate Average Attendance for January 1 through March 1 only.”
- There will be no posting of Easter Sunday attendance
- For Parochial report questions 10-16 about special services there will be a place to record the number of persons present in person and an additional space to record online attendees (if known.)
- There will be no reporting of total church school enrolled (question 20)
- There are several new sections on the 2020 reporting form (how the pandemic affected attendance, did you offer online worship, a new narrative section, a section on racism, the outreach section has been revised, a section on the PPP/Cares act.)

If you would like to see the draft of what the final 2020 report will look like, here is my cut and paste mock-up see the next page!

<table>
<thead>
<tr>
<th>2020 Special Edition Parochial Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership, Attendance and Services of the Reporting Congregation</td>
</tr>
<tr>
<td>Active Baptized Members of the Reporting Congregation at Year-End</td>
</tr>
<tr>
<td>Members reported last year =</td>
</tr>
<tr>
<td>Total Increases =</td>
</tr>
<tr>
<td>Total Decreases =</td>
</tr>
<tr>
<td>Total Active Baptized Members (end of report year) = M20:</td>
</tr>
</tbody>
</table>

3. Adult communicants in good standing (age 16 and over) =
4. Youth communicants in good standing (under age 16) =
5. Total communicants in good Standing (sum of 3 and 4) =
6. Others who are active who baptisms are not recorded in the Membership Register, or in another Episcopal congregation. Others =

* For 2020, calculate Average Attendance for January 1 through March 1 only.

7. Sunday (& Saturday Evening) Attendance Divide total attendance by the total number of Sundays when services were held.
**Average Sunday Attendance** =

8. **Average Principal Worship Service Attendance on a Weekday (for congregations without Sunday or Saturday evening services)** =

9. **Easter Sunday Attendance**: (This question deleted for 2020)

10-14 Provide information if known. For 10-14 provide information for in-person and online separately. Count in-person worship that was also streamed as in-person worship.

<table>
<thead>
<tr>
<th>Question</th>
<th>In-person</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Total Sunday &amp; Saturday Evening Eucharists or other worship:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Total Weekday Eucharists or other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Total Private Eucharists:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Daily Offices on Sunday or Saturday Evening:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Daily Offices Held on Weekdays:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Marriages Conducted in 2020:</td>
<td></td>
<td></td>
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<tr>
<td>16. Burials Conducted in 2020:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Using the Register of Church Membership and Rites for 2020:**

<table>
<thead>
<tr>
<th>Question</th>
<th>In-person</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Baptisms 16 years and older</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Baptisms under 16 years of age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Confirmations 16 years and older</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Confirmations under 16 years of age</td>
<td></td>
<td></td>
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<tr>
<td>21. Received by a Bishop</td>
<td></td>
<td></td>
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</tbody>
</table>

(Revised section for 2020)

22. **Total Church School enrolled in 2020 (question deleted for 2020)**

<table>
<thead>
<tr>
<th>Question</th>
<th>In-person</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Regular Sunday or weekday adult education programs held?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

24a. **Number of adults engaged in religious education or spiritual formation**

24b. **Number of children and youth engaged in religious or spiritual formation**

24c. **What was the impact, if any, of the pandemic on participation of children, youth, and adults in religious or spiritual formation?** More, less, same, other (fill in blank)

25. **Languages in which worship is conducted:** English Spanish French Other

**2020 worship during the Pandemic (New Section for 2020)**

<table>
<thead>
<tr>
<th>Question</th>
<th>A. Yes</th>
<th>B. No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Did you offer online worship prior to the pandemic?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2: Did you offer online worship during the pandemic?</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>A. Yes</th>
<th>B. No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a: If you answered yes, was worship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>produced solely by your congregation;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>produced in collaboration with other congregations or the diocese?</td>
<td></td>
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<tr>
<td>2b: If you answered no, did you direct the congregation to online worship by other congregations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Yes</td>
<td>B. No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>A. Facebook</th>
<th>B. Zoom Meeting</th>
<th>C. Zoom Webinar</th>
<th>D. YouTube, Vimeo, etc.</th>
<th>E. Streaming service On church website</th>
<th>F. Radio/Audio streaming service</th>
<th>G. Conference Call</th>
<th>H. None.</th>
<th>I. Other (write-in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3: What platforms did you use for worship? Check all that apply</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>A. Livestreamed</th>
<th>B. Prerecorded</th>
<th>C. Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>4: Was your online worship primarily livestreamed or prerecorded?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>A. Yes</th>
<th>B.</th>
<th>No</th>
<th>C. NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>5: If livestreaming services was new to your congregation during the pandemic, do you plan to continue streaming services after restrictions are lifted?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Question 6: Where did you record or stream virtual services? A. From the church building | B. From home(s) | C. Combination of church building and home(s) | D. Other (write-in)
6a If yes, where did you hold in-person worship? A. Outside | B. Inside | C. Both.

Question 7: Did you return to in-person worship in 2020? A. Yes B. No

Question 8: What metrics or analytics are you tracking for online worship? (check all that apply) A. Total Views | B. Unique views | C. Viewed live vs viewed recording later | D. Geographical location of viewers | E. Estimate of viewers per device | F. Other [fill in blank] | G. None

Question 9: Does most of your congregation have access to broadband internet and devices to view online worship? A. Yes | B. No

Narrative Questions (New Section for 2020)
*Clergy, Vestry and Staff are encouraged to participate in answering these questions.

1. What were the primary opportunities, innovations and challenges in conducting worship during the pandemic? What did you learn?

2. What are the primary opportunities and challenges your church is facing as it plans for the future?

3. What three things have changed the most in how the church conducts its ministry?

Racism Questions (New section for 2020)
Our congregation is actively addressing and working toward racial justice and reconciliation A. Yes B. No

Working toward racial justice and reconciliation is a priority for our congregation
A. Strongly Agree B. Agree C. Neutral D. Disagree E. Strongly Disagree

The Vestry/Bishop’s Committee is committed to working toward racial justice and reconciliation
*To be answered by the Vestry/Bishop’s Committee
A. Strongly Agree B. Agree C. Neutral D. Disagree E. Strongly Disagree

The Rector/Vicar/Clergy are committed to working toward racial justice and reconciliation
*To be answered by the Rector/Vicar
A. Strongly Agree B. Agree C. Neutral D. Disagree E. Strongly Disagree

Outreach Ministries and Volunteer Activity of the Congregation (Revised version of existing page)
Using the checkboxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2020. If yes, indicate how many volunteers involved. For 2020, please estimate in the space provided approximately how many people were new volunteers this year. Please also estimate in the space provided approximately how many people were helped or served each month by the ministry. And, for 2020, using the checkboxes below, please indicate whether this is a new ministry for your congregation this year.
4. Daycare, preschool, before or after school programs
5. Tutoring or literacy programs
6. Health programs (parish nurse, clinics, health education)
7. Community organizing, organized social issue advocacy
8. Job placement, job training, employment counseling
9. Building projects (such as Habitat for Humanity)
10. Support Groups (bereavement, divorce, job loss, 12-step, etc.)
11. Programs for the elderly and homebound persons
12. Clothes closet, thrift store
13. Homeless or no-freeze shelter
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief
15. Other, not listed.

Parochial Report Completion
How many people participated in completing this parochial report?

Please identify the roles of those who participated in completing this parochial report
(Not including vestry members who only voted to approve it):
Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer

Finance and Stewardship (Questions to add to existing section/page)
Did your congregation apply for Paycheck Protection Program (CARES Act) loan? A. Yes | B. No

Did your congregation receive a Paycheck Protection Program loan?
A. Yes | B. No
   If yes, how much did your congregation receive? $________
   Has the loan been forgiven? A. yes | B. no | C. in process | D. have not applied yet

Please provide an estimate of additional expenses your congregation incurred due to the pandemic
(equipment for broadcasting services, Zoom and other subscriptions, personal protective equipment
sanitizing supplies, additional liturgical expenses, etc.). $________

Did you change your approach to stewardship/fundraising in light of the pandemic?
A. Yes B. No If yes, please explain:

If you have an endowment or reserve funds, how did usage of those funds in 2020 change compared to
2019? A. increased | B. decreased C. same

How significant is the negative impact of the pandemic on your congregation’s finances for 2021?
Very significant, somewhat significant, neutral, somewhat insignificant, very insignificant Comments:

The rest of the financial section is predominantly the same