



# The EPISCOPAL DIOCESE of WESTERN MICHIGAN

## Parish Apportionment Reduction Process

(Last updated 10/2019)

1. Diocesan Finance Administrator calculates each parish apportionment for the next calendar year and mails the calculation worksheet, along with a cover letter to each parish Rector and Treasurer. Instructions for the process for request-ing a reduction, and the [Apportionment Reduction Request Form](#) are available upon request, and also on the diocesan website. The same materials are e-mailed to rectors, senior wardens and treasurers.
2. Reduction requests, and all required materials that are listed on the Apportionment Reduction Request Form must be received by the Diocesan Finance Administrator within 45 days of receipt of the calculation.
3. After receiving apportionment reduction requests, the Diocesan Finance Administrator will prepare packets, comprised of copies of all received information, and her financial notes, and mail those packets to members of the [Apportionment Review Committee \(ARC\)](#).
4. The ARC will meet to review all requests and schedule visits with each parish vestry and clergy as soon as possible. Visiting ARC teams will make no decisions with the Vestry, but may offer suggestions re options as well as support programs and other resources within the diocese. Following each parish visit, the ARC members making the visit will submit a detailed written report to the full ARC.
5. The ARC will meet in the summer to draft recommendations to Diocesan Council for each parish visited and materials they reviewed. Council members will be sent the Apportionment Reduction Request Form of each parish request-ing a reduced apportionment.
6. At its September meeting Diocesan Council will review the ARC recommendations and decide the amount of each parish's reduction, if any.
7. Diocesan Finance Administrator will mail a letter to each parish notifying them of their apportionment amount within 7 days of the September Diocesan Council meeting. The letter will be copied to ARC members via e-mail.
8. Follow up visits by ARC consulting team members will be scheduled no later than March 1 of the apportionment year with the vestry of each parish which was granted an apportionment reduction. Visits will be scheduled no later than January 1 with the vestries of those parishes not granted a reduced apportionment. All parish visits will be offered to provide pastoral support and to assist each parish in planning how they will make their full apportionment in the coming year(s).
9. The ARC will meet quarterly to provide the bishop and the Diocesan Council liaison updates re each parish receiving consulting services. The liaison will report to Diocesan Council whatever is deemed appropriate in the ARC meetings.

### For download

- [Additional information about the structure of the Apportionment Review Committee](#)
- [The Apportionment Reduction Request Form](#)