

To: All Incumbents

cc. PCC Secretaries, Administrators and Churchwardens

1 October 2025

Annual Statistics for Mission 2025 – for submission by 31 January 2026

I am writing to ask you to start the process of collecting this year's statistics for mission figures. Thank you in advance for your participation: understanding what is happening to church attendance and engagement is particularly important as these statistics inform our decisions about where to focus resources for the future.

You will recognise most of the Statistics for Mission form from previous years. We hope that most questions will be simple to answer, but we recognise that some questions might be difficult in your context. We are keen to find out anything you can tell us, and your best approximation is fine if you do not have precise numbers.

The on-line portal for the 2025 data collection is available from **6 October 2025** for you to fill in your October count figures and enter your 2025 APCM Electoral Roll figures.

From this year, we are using the National Returns Portal for the collection of Mission Stats – therefore the data must be submitted online. Most parishes will already have their login for the National Returns Portal, as this is also used for annual finance returns. There is an administrator in each parish who can add other users to input data for the parish. Portal guidance notes are on our [website](#) to help you, and the link to the login page is below:

[Login/Register for the National Returns Portal](#)

The Portal will close for Mission-Stats entries on **31 January 2026**.

In St Albans we are particularly proud of the fact that our submission rates are the best of any diocese in the country. Please help us to maintain this accolade! Please note:

- You can add your October-count figures this month. **Save your entries but don't mark complete until the whole form is finished in January.**
- **The electoral roll number figure entered must match the figure on the ER Certificate displayed in your parish and submitted to the diocese following the APCM.**

If you have any difficulties with your login, or entering your data please contact our database administrator – [Aine Edwards](#).

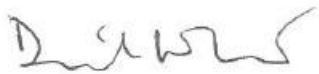
This message has been copied to Parish Administrators, Secretaries and Churchwardens. This is to keep them in the picture, and also to cater for the situation in some parishes, where someone else completes the form on the incumbent's behalf, or where there is a vacancy. It is recommended that each parish nominates, from within this group of officers, a 'primary respondent' to collate and submit your information.

If you have any queries about the 2025 statistics form please contact [Aine Edwards](mailto:aine.edwards@stalbandsdiocese.org) in the first instance: aine.edwards@stalbandsdiocese.org and she will be able to assist you.

Mission Statistics for 2024

You will know that the most recent 3 years' Electoral Roll (ER) and Usual Sunday Attendance (USA) figures are used to calculate each parish's Church Membership Figure for Parish Share purposes. Nichola Baker, Deputy Finance Director, is currently working on the calculations for the coming year, using data from 2022, 2023 and 2024. All the Mission Stats for **2024** should have been entered into the *diocesan* online portal. If there are gaps in the data or discrepancies in the figures provided, Nichola will have written to your parish individually in the last few days or will do so shortly. If you receive an email from her (this may be via our Parish Returns email address) with a request for help in clarifying the ER and/or USA figures for **2024**, please can you reply or pass on the query as soon as possible to the person in your parish who was responsible for entering the data. Thank you.

With kind regards,



David White
Diocesan Secretary