



BUDGET MEMORANDUM

To: Lay and Clergy in charge of Mission Congregations, Programs or Committees

From: Susan Abington

Re: Budget Requests for the Diocesan Operating Budget for 2018

Date: September 20, 2017

It is time to begin formulating the 2018 Operating Budget for the Diocese of Tennessee, and again this year we are asking for your requests for funding. Enclosed are two forms:

- **Budget Request for Diocesan Programs and Committees**
- **Budget Request for Mission Congregations**

Please choose the appropriate form for your request, and be sure to pass these budget request forms on to anyone you think might be interested in receiving financial support from the diocese. These forms are also available on our website, www.edtn.org.

If you represent a mission congregation, please also attach your proposed 2018 budget. If your 2018 congregational budget is not yet finalized, please submit a preliminary estimate of the 2018 budget. It is important that the members of the Finance Committee and the Bishop and Council have this information in order to better understand your congregational needs and financial situation.

If you received support from the diocese during 2017, you will have an opportunity to highlight the uses of funds received this year in your request. Please give specific examples of goals reached and achievements realized. This will be very helpful to the reviewers of the 2018 requests.

As part of the budget development process, diocesan programs and committees requesting financial support from the diocese are invited to make a very short presentation at the Bishop and Council meeting on Saturday morning, December 9th at Diocesan House in Nashville. Mission congregations requesting financial support from the diocese are expected to make a short presentation at the December 9 Bishop and Council meeting. The presentations should review your 2018 plans for the use of funds as outlined in the budget requests.

Since our Diocesan Operating Budget is a statement of the mission and ministry priorities of our community here in Middle Tennessee and beyond, we appreciate the thoughtful and prayerful formulation of your 2018 budget requests. We look forward to learning more about what God is doing through you in the Diocese of Tennessee. Please submit your completed budget requests (and 2018 budget, if applicable) **by October 31st** either by email sabington@edtn.org or mail to:

Susan Abington, Finance Administrator
The Episcopal Diocese of Tennessee
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