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 2021

Date: September 15th, 2020

It is time to begin formulating the 2021 Operating Budget for the Diocese of Tennessee, and again this year we are asking for your requests for funding. Enclosed are three documents:

- Budget Request for Diocesan Programs and Committees
- Budget Request for Mission Congregations
- Resources for Creating a Narrative Budget

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.

Please be sure to submit your proposed 2021 budget. The submission of a narrative budget is also encouraged. If your 2021 congregational budget is not yet finalized, please submit a preliminary estimate of the 2021 budget. It is important that the members of the Finance and Property Committee and the Bishop and Council have this information in order to better understand your congregational needs and financial situation.

As we engage in this process, we understand that 2020 has unfolded in a way that no one could predict, and that there are many uncertainties about 2021. We are all experiencing this ambiguity about the details of the coming year. Recognizing this, if you received financial support from the diocese in 2020, any details you can provide about the way this enabled your ministry will be helpful to the reviewers of the 2021 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 12th, via Zoom. A link and invitation will be sent out closer to that date. Mission congregations requesting financial support from the diocese are expected to make a short presentation at the December 12th Bishop and Council meeting. The presentations should review your 2021 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 2021 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 by October 31st either by email sabington@edtn.org or mail to:

Susan Abington, Finance Administrator
The Episcopal Diocese of Tennessee
3700 Woodmont Boulevard
Nashville, Tennessee 37215