



THE
EPISCOPAL
DIOCESE OF
TENNESSEE

BUDGET MEMORANDUM

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

From: Susan Abington, Finance Administrator

Re: Budget Requests for the 2025 Diocesan Operating Budget

Date: September 15, 2024

It is time to begin formulating the 2025 Operating Budget for the Diocese of Tennessee. 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. These forms are also available on our website, <https://edtn.org/>.

Please be sure to submit your proposed 2025 budget. The submission of a narrative budget is also encouraged. If your 2025 congregational budget is not yet finalized, please submit a preliminary estimate of the 2025 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.

Please also include your 2023 year-end financial statements as well as 2024 interim statements.

The Diocesan Operating Budget is a statement of the mission and ministry priorities of our community here in Middle Tennessee and we appreciate your thoughtful and prayerful formulation of your 2025 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 by email (sabington@edtn.org) or mail to:

Susan Abington, Finance Administrator

The Episcopal Diocese of Tennessee

3700 Woodmont Boulevard

Nashville, Tennessee 37215



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2025 Budget Request for Diocesan Programs and Committees

The Mission of the Diocese of Tennessee is to encourage and to equip one another as the baptized people of God to witness to the reconciling and transforming power of Jesus Christ.

To encourage good stewardship in our ministries and congregations we ask that any ministry or congregation receiving financial support from the Diocese of Tennessee submit a budget request.

In addition, ministries and congregations are encouraged to submit a narrative budget request. Please consider taking this opportunity to sketch a narrative budget for the coming year that can be shared with your congregation or ministry as part of your stewardship effort and submit it as part of your request. *

Program Area: _____

Diocesan Program or Committee line-item description: _____

Person submitting request: _____

Diocesan funding received in 2024: _____

Diocesan funding requested for 2025: _____

**See the accompanying document "Resources for Creating a Narrative Budget."*

2025 Program Budget Request-Page 2

- 1.) Please describe the uses of funding requested for 2025:

- 2.) What are your goals for this program in 2025 and how do you plan to accomplish them?

- 3.) How will you measure the success or achievement of your goals for 2025? Please be specific.

- 4.) Is there a target community which this program will reach? If so, state why this community was selected and how it will benefit from this program.

2025 Program Budget Request-Page 3

5.) Please add any additional comments which might be helpful for our understanding of your program.

6.) If you received support from the diocese in 2024, please describe the uses of the funding. Please also describe any successes achieved, goals realized and/or lessons learned. Please describe how you measured the accomplishments. Please use specific examples if helpful.

Please mail or email this form along with your 2023 year-end financial statements, 2024 interim financial statements and your 2025 proposed budget by October 31, 2024. Please email your requests to sabington@edtn.org or mail them to:

The Episcopal Diocese of Tennessee

3700 Woodmont Boulevard

Nashville, Tennessee 37215



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2025 Budget Request for Mission Congregations

The Mission of the Diocese of Tennessee is to encourage and to equip one another as the baptized people of God to witness to the reconciling and transforming power of Jesus Christ.

To encourage good stewardship in our ministries and congregations we ask that any ministry or congregation receiving financial support from the Diocese of Tennessee submit a budget request.

In addition, ministries and congregations are encouraged to submit a narrative budget request. Please consider taking this opportunity to sketch a narrative budget for the coming year that can be shared with your congregation or ministry as part of your stewardship effort and submit it as part of your request. *

Mission Congregation: _____

Deacon/Vicar/Priest in Charge: _____

Senior Warden: _____

Email and Phone: _____

Treasurer: _____

Email and Phone: _____

Person submitting request: _____

Diocesan funding received in 2024: _____

**See the accompanying document "Resources for Creating a Narrative Budget."*

Diocesan funding requested for 2025: _____

1.) What are your goals for this mission congregation in 2025 and/or the goals for this request of support and how do you plan to accomplish them?

2.) How will you measure the success or achievement of your goals for 2025? Please be specific.

3.) Is there a target community which this congregation will reach? If so, state why this community was selected and how it will benefit.

4.) Please add any additional comments which might be helpful for our understanding of your work.

5.) If you received support from the diocese in 2024, please describe the uses of the funding. Please also describe any successes achieved, goals realized and/or lessons learned. Please describe how you measured the accomplishments. Please use specific examples if helpful.

6.) Please describe any process of discernment your leadership has engaged in regarding moving toward self-sustainability.

Please note all congregations receiving diocesan support are expected to send representatives to a new annual workshop for mission congregations. More details to follow.

Please mail or email this form along with you 2023 year-end financial statements, 2024 interim financial statements and proposed 2025 budget by October 31, 2024. If your 2025 proposed budget is not yet completed, please send a preliminary estimate.

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Resources for Creating a Narrative Budget

The Mission of the Diocese of Tennessee is to encourage and to equip one another as the baptized people of God to witness to the reconciling and transforming power of Jesus Christ.

As part of our diocesan budgeting process, and in order that we can better understand the ministry being undertaken by the ministries and congregations requesting support, you're encouraged to submit a narrative budget along with your 2025 budget request and a proposed (traditionally formatted) 2025 budget.

If you have not crafted a narrative budget before, the following resources may be beneficial:

- Template for creating a narrative budget from Episcopal Church Vital Practices: <https://www.ecfvp.org/tools/169/narrative-budget-template>
- How to Create a Narrative Budget in your Church (Evangelical Covenant Church, via the Episcopal Diocese of Washington): https://edow.org/wp-content/uploads/sites/2/2021/10/Narrative_Budget_Brochure.pdf
- From the Disciples of Christ Center for Faith and Giving: <https://centerforfaithandgiving.org/2016/01/building-a-narrative-budget/>
- From the United Methodist Church: <https://www.umcdiscipleship.org/resources/building-a-narrative-budget>

In your efforts, focus on the narrative aspect of the narrative budget—we should already have your traditional 2025 budget or projected budget. We are interested in accounts and stories of ministry: individual and corporate encounters with Jesus (has someone come to faith? Has a family been impacted? Has someone returned to the church after a long absence, have people had their hearts and imaginations taken captive by worship?), community engagement (service projects, community events participated in etc.), goals accomplished and so on.

Please mail or email your 2025 Budget Request forms, 2024 interim financial statements, 2023 yearend financial statements, proposed 2025 budget and narrative budget by October 31, 2024. If your 2025 proposed budget is not yet completed, please send a preliminary estimate.

Please email your requests to sabington@edtn.org or mail them to:

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