

Diocese of Coventry

Weekly Attendance Record for year to 31st December 2007

Guidance Notes

- 1 *Adult Attendance for **any Service** in the week starting from Sunday should include all persons aged **18** or over attending services in that week.*

Service means any service entered into the service register, except as noted below, together with any service advertised as a public service of the church wherever it takes place. Cell and house groups should be counted if they replace services.
- 2 *Services held on a Sunday should:*

***exclude:** Baptisms held as separate services & any occasional offices*
- 3 *Services held during the week should:*

***exclude:** services (inc. communions) held in hospitals or residential homes
occasional offices inc. pram services*
- 4 *For attendance 'in week' the week to be used is that **following** the Sunday.*
- 5 *Only **regular** worshippers should be included for attendance at Baptisms held at regular services.*
- 6 *The attendance figure should include all ministers, lay readers or other people leading services and those in choirs, music groups or Sunday Schools.*
- 7 *No person should be counted more than once in any week.*
- 8 *Services held away from the main Church building should be included.*
- 9 *Where no services are held please enter "-" in the relevant box.*
- 10 *The form should be signed by the Incumbent and either a Churchwarden or Treasurer. If there is no Incumbent then the form should be signed by the Churchwardens or a Churchwarden and Treasurer.*
- 11 *The form should be returned to Church House by 31st March 2008*