



THE EPISCOPAL DIOCESE OF MISSOURI

1210 Locust Street | St. Louis, MO 63103 | 314-231-1220 | diocesemo.org

Date: June 13, 2025

To: Clergy in Charge of Congregations, Senior/Bishop's Wardens, Treasurers, Program Chairs, and Diocesan Staff

From: Desiree Brattin
Canon for Finance & Administration

Re: 2026 Operating Budget Support Requests

The preparation process for the 2026 Diocese of Missouri Operating Budget has begun. Diocesan Council will review and evaluate all requests, and a final budget will be presented at Convention in November.

The attached document details the expected format and content of requests. Please note that this support is intended to be for operating purposes and not for capital improvement projects.

Budget requests must be received in the Diocesan Office by July 22, 2025. I kindly request that you adhere to this deadline. It is not the Council's intent to create an onerous process, nor are they seeking a lengthy document; instead, they are looking for succinct answers to develop the best possible budget that serves the needs of the entire Diocese.



2026 Operating Budget Support Requests
Deadline: July 22, 2025

1. Contact Information	
Congregation Name and City:	
OR Organization/Ministry:	
Contact Person:	
Position:	
Phone Number:	
Email Address:	

2. Request Information (please attach additional pages as needed)	
A. Amount Requested:	\$
B. Description of need:	
C. Breakdown of how funds will be used:	
D. Specific measurable goals and outcomes of the request:	
E. Any significant changes or trends affecting organization's income:	
F. Proposed time frame for your organization to assume full financial support if applicable:	
G. Mission Statement if applicable:	

Congregational Requests, please also complete the following questions.	
H. Pledging Units	2024: 2025:
I. Total pledges	2024: 2025:
J. Average Sunday Attendance	2024:
Non-Congregational Requests, please also complete the following questions.	
K. Description of the program and how it fits the Diocesan vision:	
L. Long range plans of your program:	
M. Existing or anticipated funding sources/amounts:	
N. Date organization was founded and its historic tie to the Diocese of Missouri:	
O. Number of people served or other specific measure of outcome:	

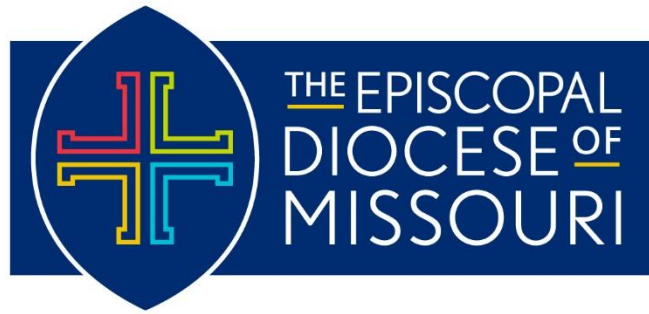
3. Required Attachments:

- A. Financials for 2024 and 2025, including all endowment and restricted funds
- B. Budget for 2025 (as adopted by the appropriate body)
- C. Proposed budget for 2026
- D. Strategic Plan (for Congregational Requests)

NOTE: Only completed applications with required documentation will be considered. Please provide one copy ready version with your submission (single sided, no staples, no paper clips). If sending via e-mail, which is preferred, please send in one PDF attachment. E-mail submissions with multiple attachments will not be accepted.

Mail, fax, or email your request by July 22, 2025 to:

Ms. Rita Benson
 Diocese of Missouri
 1210 Locust St., 3rd Floor
 St. Louis, MO, 63103
 Fax: 314-231-3373
 Email: rbenson@diocesemo.org



Congregational Operating Grant Expectation Guidelines

Those congregations receiving Operating Grants are expected to adhere to the following requirements:

- 1.) File the annual Parochial Report by the Canonical deadline of March 1.
- 2.) Submit certification to the Diocesan Office by July 1 that the congregation's accounts have been audited in accordance with National and Diocesan Canons. A full copy of the audit and financial reports of the previous fiscal year shall be submitted with the certification.
- 3.) Submit a current budget to the Diocesan Office.
- 4.) Stay current on Diocesan assessment and loan payments.
- 5.) Participate in the Requiem or Renaissance program of the Diocese (if applicable).
- 6.) Submit an annual written report outlining the use/accounting of the grant monies.
- 7.) Be willing to meet with Diocesan or Council leadership upon request.