**EPISCOPAL DIOCESE OF PITTSBURGH**

**Request for Transition Assistance (Parish)**

*Parishes desiring financial assistance from the Diocese to support a transition are asked to complete this form and submit it to the Diocese as directed at the end of the form. Thoughtful responses to the questions presented here will provide a helpful guide for the consideration of your request by the appropriate diocesan leaders.*

**Application Due Date: August 15**

**Parish** (name, location)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Submitting Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Role within Parish:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**

**Phone number** (all or preferred)**:**

*(Office)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Home)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Mobile)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What amount of funding and over what time period is your parish seeking financial assistance? (Note: assistance is expected to be over a 3–5-year period)**

|  |  |
| --- | --- |
| **Fiscal Year** | **Projected Amount** |
| 2025 |  |
| 2026 |  |
| 2027 |  |
| 2028 |  |
| 2029 |  |

1. **Provide a description of the financial circumstances that have led to this request for transition assistance.**
2. **Describe your plans to reach financial stability including a timeline.**

**Please note that, if your request for transition assistance is approved, you and your parish will be required to partner with the Bishop’s Office to develop a strategic plan that supports the parish’s plan to achieve financial stability by the end of the time period for the assistance.**

**Please attach:**

1. a resolution from the Vestry that authorizes your request for funding
2. a copy of the parish’s budget for the current year
3. a copy of the parish’s 3 most recent year-end financial statements (income statement and balance sheet)

**Please submit this questionnaire via email to:**

treasurer@episcopalpgh.org

**OR via U.S. Mail to:**

Treasurer

Episcopal Diocese of Pittsburgh
325 Oliver Avenue, Suite 300
Pittsburgh, PA 15222