

Timeline for the 2026 Budget Cycle

[Note the 2026 budget is generated in 2025, so the timeline is for activities in 2025.]

Line #	Activity	Responsible person/group	Date(s)/Deadline	Time allotted
1	Council members check in with all mission, ministry, program, and working group leaders. Report back to Committee.	Council Reps	Early Spring	
2	Send first email, with invitation to request funds for 2024, to mission, working group and project contact people.	Canon Lowe	May 19, 2025	1 day (6 weeks before deadline)
3	Send follow-up email to Mission and Project contact people.	Canon Lowe	June 13	1 day (16 days before deadline)
4	Deadline for submission of all budget requests.		June 30	Deadline
5	Create Preliminary Budget & Narrative	Canon Lowe and Council Rep	July 1-14	13 days
6	Preliminary Budget evaluated by Bishop Akiyama	Bishop Akiyama	July 14-21	7 days
7	Preliminary Budget & Narrative revised using input from the Bishop	Canon Lowe and Council Rep	July 21-25	5 days
8	Send Revised Preliminary Budget and Narrative to Diocesan Council	Canon Craun	July 25	1 day
9	Receive feedback from Diocesan Council. Revise budget as needed	Canon Lowe and Council Rep	July 25- August 1	7 days
10	Diocesan Council approves Preliminary Budget (possibly by Zoom meeting or email?)	Diocesan Council	August 2	1 day
11	Send Preliminary Budget to Convocations for review.	Canon Craun	August 3	1 day
12	Convocations review budget and provide feedback to Controller and DC Management Committee Convener	Convocation Deans and Presidents	August 3- September 5	34 days (~5 weeks)
13	Feedback due from Convocations to DC Management Committee Convener	Convocation Presidents or Deans and delegates	September 8	Deadline
14	Questions/comments shared with Bishop Akiyama and senior staff	Canon Craun and Council Rep	September 8-12 (or earlier, as they arrive from Convocations)	5 days (or more)
15	Preliminary Budget and Narrative revised as needed	Canon Lowe and Council Rep	September 12-16	5 days
16	Send Revised Budget to Diocesan Council	Canon Craun	September 16	1 day to send; 4 days to review
17	Diocesan Council approves Revised Budget	Diocesan Council	September 20	1 day
18	Approved Proposed Budget and narrative sent to Communications Director	Canon Lowe	September 22	1 day
19	Communications Director posts Budget and Narrative on the Diocesan website	Communications Director	September 22 – September 26	5 days
20	Deadline for Revised Budget & Narrative to be posted on Diocesan web site	Communications Director	September 27	Deadline (21 days prior to Convention)
21	Diocesan Convention. Budget presented and approved	Council Rep and delegates	October 18	1 day