



Dear Parish Leader:

It's that time again when Church Publishing Incorporated prepares to release a new edition of *The Episcopal Church Annual* (The Red Book). The value of this essential directory for people throughout the Church depends on its accuracy, and its reliability is tied to the information you provide.

It is critical to include all clergy serving in any capacity—whether part-time, retired, or non-stipendiary. Providing this information now ensures that The Red Book remains a trusted resource.

This information will also help The Church Pension Fund, acting as Recorder of Ordinations for The Episcopal Church, have full and complete records of the positions that clergy hold.

We can only update The Red Book with the help of parish leaders like you. Thank you for playing a key role in maintaining the integrity of this vital resource.

Before **Friday, February 14**, please log in to My Admin Portal (MAP) and update the information, as necessary, in these tabs.

Institution

Log in to [MAP](#). From the landing page, choose the “Institution” tab and make these selections:

- “View Institution Details” to update contact and address details.
- “View Institution Description” to revise your institution’s category and/or mission statement.

People

From the MAP landing page, choose the “People” tab and make this selection:

- “View Employees” to review or add clergy, non-stipendiary priests, and deacons who are currently serving in your institution(s), and to remove those who are no longer serving.

- Clergy, non-stipendiary priests, and deacons may also enter their personal information in [MyCPG Accounts](#)

Questions?

Please contact our Client Services team at 855-594-2201, Monday to Friday, 8:30 AM to 8:00 PM ET, or admin-assist@cpg.org. Be sure to read our [privacy policy](#).

Faithfully,

Church Publishing Incorporated

[MyCPG Accounts](#)

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