

Subject: Your Action Needed: Update Information for The Red Book
Date: Tuesday, January 27, 2026 at 11:39:46 PM Hong Kong Standard Time
From: Church Pension Group

Web Version



Dear Parish Leader:

It's time once again for Church Publishing Incorporated to prepare the next 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.

Please ensure that all clergy serving in any capacity—part-time, retired, non-stipendiary, or otherwise—are included in your updates. Doing so helps keep *The Red Book* a trusted resource.

Your updates also help Church Pension Group, serving as Recorder of Ordinations for The Episcopal Church, maintain accurate records of clergy positions and service.

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 **February 6, 2026**, 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.
- While you're at it, take a moment to review and update all other information related to your institution—including details such as seating capacity, service hours, and any other relevant fields—to ensure everything is accurate and complete.

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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