

Office for Finance/ ACSA - Database of Parishioners

Request to parishes: We need your help to ensure that the name and address information in our database is as accurate as possible. The database maintained is used for mailings to parishioner households for campaigns and appeals, such as the Annual Catholic Services Appeal, for example. Just this month, June 2020, the database was processed through the USPS NCOA (National Change of Address) system for compliance with the regulations for Move Updates.

However, the process does not provide other important changes such as parishioners who are deceased, changes in name prefixes or if parishioners have moved from the parish. We also need to know of new parishioners who have joined your parish this past year.

In light of the COVID 19 precautions, we recognize many parish staff members have been out of the office, so we have streamlined our efforts to make this process as easy on parish staff members as possible.

- Step 1: Please send to the Diocese of Springfield, Office for Finance, an electronic copy of your list of parishioners, for example in MS Excel, or a PDF. We recommend working from your envelope list/online offertory list, as those are typically accurate.
 - o Required fields: Name Prefix, First/Middle/Last Name [include spouse name if applicable], full mailing address fields, email address and telephone number if available.
- Step 2: We will make the comparisons from the list you provide and update the database over the summer.
- Step 3: If you would like to receive a PDF of your list of parishioners from the database please contact Bobbi Ozanic at 217/698-8500 ext. 179 or email bozanic@dio.org

Your attention to this matter at your earliest convenience will be greatly appreciated. In order to complete the database updates, we would be thankful to receive your list on or before **July 15, 2020**. Your help in maintaining the parish information is very much appreciated. If you have any questions call Bobbi Ozanic at 217/698-8500 ext. 179 or email bozanic@dio.org. Thank you.