

City _____
Parish _____
Deanery _____
Year _____

Annual Parish Statistical Report

Name of Parish _____ Year Founded _____
Street Address _____ P.O. Box _____
City _____ County _____ Zip _____
Website _____ Email _____

Numbers

Parish _____ Rectory _____
Hall _____ FAX _____

Personnel/Staff (Names and Dates of Appointment)

Pastor/Parochial Administrator/Priest-Moderator _____
Pastoral Facilitator _____
Parochial Vicar(s) _____
Parish Secretary _____
Other Priest(s) in Residence _____
Pastoral Associates (religious, lay) _____
DRE/CRE (specify) _____
Director of Liturgy _____
Director of Catechumenate _____
Director of Music _____
Youth Minister _____
Parish Librarian _____
Business Manager _____
Principal _____
Chairperson, School Board _____
Moderator of Missions for School/PSR (specify) _____
Chairperson, Parish Pastoral Council _____
Chairperson, Parish Finance Council _____
Chairperson, Committee for Education _____
Chairperson, Committee for Liturgy _____
Chairperson, Committee for Respect Life _____
Chairperson, Committee for Social Concerns _____
Chairperson, Committee for Stewardship _____
Chairperson, Committee for Vocations _____
Representative(s), Deanery Pastoral Council _____
Contact, Bereavement Ministry _____
Contact, Rural Life Ministry _____
Contact, Separated & Divorced Ministry _____

School

Name of School _____
Street Address _____ P.O. Box _____
City _____ Zip _____
Phone _____ FAX _____
Website _____ Email _____

Convent

Name of Convent _____
Street Address _____ P.O. Box _____
City _____ Zip _____
Phone _____ FAX _____ Email _____
Religious Community _____ Number of religious residing in convent _____

General Parish Statistics

1. Number of parishioners _____
2. Number of Households (Families) _____

Catholic	_____
Interfaith	_____
Total	_____
3. Number of baptisms of infants (i.e., persons to age 7) _____
4. Number of Christian initiations through baptism, confirmation, Eucharist
 - a. Adults (i.e., persons 18 and older) _____
 - i. At the Easter Vigil _____
 - ii. Outside the Easter Vigil _____
 - b. Children of catechetical age (i.e., persons 7 to 18) _____
 - i. At the Easter Vigil _____
 - ii. Outside the Easter Vigil _____
5. Number of completed full Christian initiations of uncatechized baptized Catholics not reared in the Church and now completing Christian initiation through confirmation by a priest with special ad hoc mandate from the diocesan bishop, and Eucharist
 - a. Adults (i.e., persons 18 and older) _____
 - i. At the Easter Vigil _____
 - ii. Outside the Easter Vigil _____
 - b. Children of catechetical age (i.e., persons 7 to 18) _____
 - i. At the Easter Vigil _____
 - ii. Outside the Easter Vigil _____
6. Number of full Christian initiations of baptized non-Catholic Christians through confirmation and Eucharist
 - a. Adults (i.e., persons 18 and older) _____
 - i. At the Easter Vigil _____
 - ii. Outside the Easter Vigil _____
 - b. Children of catechetical age (i.e., persons 7 to 18) _____
 - i. At the Easter Vigil _____
 - ii. Outside the Easter Vigil _____
7. Number of confirmations of Catholics baptized in infancy
 - a. Adults (i.e., persons 18 and older) _____
 - b. Youth (i.e., persons 7 to 18) _____
8. Number of baptized Catholic children receiving first Eucharist _____
9. Number of marriages _____
 - a. Between two Catholics _____
 - b. Between a Catholic and non-Catholic _____
 - c. Total _____
10. Number of deaths _____
11. Other churches/oratories/chapels within parish boundaries _____
 - a. With the Eucharist reserved _____
 - b. Without the Eucharist reserved _____

Mass Schedules (Times)

_____ Eve of Sundays
 _____ Sundays

_____ Eve of Holydays
 _____ Holydays
 _____ Monday-Friday
 _____ Saturday morning

Penance Schedules (Times)

_____ Saturday
 _____ Eve of Holydays

_____ Daily
 _____ Other

Catholic Minorities

1. African Americans
2. Puerto Ricans
3. Cubans
4. Mexicans
5. Other Hispanics
6. Asians
7. Native Americans
8. Significant other similar groups (specify)

Families

Individuals

Parish Census/History

1. Is the parish census (vital statistics) being maintained carefully?
2. When was the last formal/comprehensive parish census taken?
3. Is a parish history being maintained?
 If so, how? _____

Temporalities

1. Are copies of any abstracts, deeds, canceled notes in parish possession?
2. Are ORIGINALS of the above filed with the curia (Office for Finances)?
3. Are all parish bank accounts in the name of the parish?
4. Is the pastor a signatory on *all* parish accounts, including those of parish societies?
5. Are records of Mass stipends carefully maintained with the money kept in an account separate from any other parish financial account (see c. 958)?
6. Are parishioners given an annual report of income/expenses?
7. Has the parish expended extraordinarily over \$5000?
 If so, was the permission of the local ordinary obtained?
 What was the extraordinary expenditure(s)? _____

8. Has the parish established an endowment in the Foundation for the *People of the Roman Catholic Diocese of Springfield in Illinois*?
9. Please list *all* banks where *all* parish funds (including those of parish societies) are kept, name the accounts and give the account numbers _____

Religious Formation

	Boys	Girls
1. Elementary school students (1-8)		
a. Attending Catholic schools	_____	_____
b. Attending public schools	_____	_____
And receiving formal religious instruction	_____	_____
2. High school students (9-12)		
a. Attending Catholic schools	_____	_____
b. Attending public schools	_____	_____
And receiving formal religious instruction	_____	_____
3. Junior High School Youth Ministry (7-8) – Participants	_____	_____
4. Senior High School Youth Ministry (9-12) – Participants	_____	_____
5. Parish School of Religion (PSR)	Elementary	High School
a. Annual hours of instruction	_____	_____
b. Instructors		
i. Diocesan priests	_____	_____
ii. Religious priests	_____	_____
iii. Women religious	_____	_____
iv. Men religious (non-ordained)	_____	_____
v. Lay men	_____	_____
vi. Lay women	_____	_____
6. Middle School Youth Ministry (3-5)		
a. Annual hours		_____
b. Average regular attendance		_____
7. Junior High School Youth Ministry (6-8)		
a. Annual hours		_____
b. Average regular attendance		_____
8. High School Youth Ministry (9-12)		
a. Annual hours		_____
b. Average regular attendance		_____
9. Adult Formation		
a. Annual hours		_____
b. Average regular attendance		_____
c. Description _____		_____
10. Parish Mission/Spiritual Renewal Event		
a. Date of last parish mission or spiritual renewal event		_____
b. Description _____		_____

General Parish Life

	Yes	No
1. Stewardship		
a. Has the parish implemented a comprehensive stewardship process (time, talent, treasure)?	_____	_____
b. Is there an annual parish stewardship renewal?	_____	_____
c. Is there a parish committee for stewardship?	_____	_____
d. Has the parish hosted a will seminar?	_____	_____
2. Sacraments and Worship		
a. Has the parish implemented the Rite of Christian Initiation of Adults process with adults <i>and</i> children of catechetical age (c. 851, §1)	_____	_____
b. Are parents of infants to be baptized properly instructed about the meaning of baptism and their obligations as Christian parents (c. 851, §2)	_____	_____
c. Are those to be confirmed properly instructed (c. 890)?	_____	_____

- d. Are youth properly prepared to receive first Eucharist (c. 914)? _____
- e. Does sacramental confession precede first Eucharist (c. 914)? _____
- f. Are extraordinary communion ministers properly trained and are they mandated by the local ordinary (c. 230, §3)? How many are they? _____
- g. Are lectors properly trained for their ministry? How many are they? _____
- h. Are record books accurately maintained for:
 - i. Baptism? _____
 - ii. Confirmation? _____
 - iii. First Eucharist? _____
 - iv. Marriage? _____
 - v. Death? _____
- i. Is there a parish liturgy committee? _____
- j. Is there a parish team for the Rite of Christian Initiation of Adults? _____

3. Missions

- a. Does the parish have a *sister parish*? If so, where: _____
 - b. Is an awareness of the missions promoted? _____
 - c. Are any parishioners serving in the foreign missions? If so, who and where: _____
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4. Justice, Charity, Social Concerns

- a. Is there a parish social concerns committee? _____
 - b. Does the parish offer direct charitable services? If so, what: _____
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- c. Is awareness raised to Church teaching on social justice? _____
 - d. Are respect life observances properly promoted and celebrated? _____
 - e. Are there rural families in the parish? If so, percentage? _____

5. Parish Accessibility/Inclusion

- a. How many children or adults have special needs (intellectual or physical disabilities)?
Children _____ Adult _____
 - b. Are there any sizeable groups of persons with disabilities, and if so, who are those groups? _____
 - c. Do you have a religious education program in place specifically designed for children or adults with special needs? _____
 - d. How many students are in each of the following:
 - ____ Students with special needs attending the parish school
 - ____ Students with special needs attending PSR classes with standard students
 - ____ Students with special needs who are in a separate/accommodated PSR class or religious education program
 - ____ Check here if you use another parish for religious education
 - e. Does your parish minister to a community group home, assisted living facility or nursing/convalescent home and, if so, what is the name of the facility? _____
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- f. Does the parish offer transportation and outreach to frail and elderly persons? _____
 - g. Has the parish completed its long range plan to be fully accessible to persons with disabilities? Please check if your parish has the following:
 - i. Wheelchair accessible _____ Church _____ Hall _____ School/PSR rooms
 - ii. Accessible bathroom _____ Church _____ Hall _____ School/PSR rooms

- h. Is there a deaf community and, if so, how many persons are deaf? _____
- i. Does your parish have an ASL interpreted mass? If yes, please give the day and time of Mass _____
- j. Is there an assistive listening device (ALD) for hard of hearing persons with sign indicating that ALD is available? _____
- k. Are large print missalettes available for persons with vision impairments? _____

6. Family Ministry/Awareness

- a. Families spending time together is important. Does the parish consider this when planning meetings, events, and liturgical ministry schedules? _____
- b. Does the parish plan activities which promote Catholic family spirituality (e.g., family retreats, family catechesis, family time gatherings, etc.)? Please specify: _____

- c. Do engaged couples receive at least three marriage preparation sessions? _____
- d. Does the parish host Pre-Cana? _____
- e. If the parish does *not* host a Pre-Cana, would the parish do so if the diocese provided training for the parish Pre-Cana team? _____
- f. Does the parish provide support services for the bereaved? If so, please explain (e.g., funeral luncheon, bereavement committee, laity assisting in funeral planning, etc.) _____
- g. Does the parish offer ministry to the separated and divorced? If so, please explain: _____

7. Tribunal Services

- a. Is the ministry of the tribunal made available to persons seeking it? _____
- b. Does the parish have *procurators* (trained by the tribunal and approved by the diocesan bishop) to assist petitioners? If so, who: _____
- c. Does the parish have *advocates* (trained by the tribunal and approved by the diocesan bishop) to assist petitioners? If so, who: _____

8. Vocations

- a. Does the parish have a Committee for Vocations? If so, what does it do? _____

- b. Has the parish any vocations to priesthood or consecrated life? If so, please name and provide current residence for each: _____

- c. Has the parish anyone presently in formation for priesthood or consecrated life? If so, please name and provide current residence for each: _____

Parish Organizations – Please list the various parish organizations.

Parish History – *Please state briefly any significant historical events which occurred during the calendar year (e.g., leadership changes, modifications in physical structures, purchases of property, pastoral initiatives/programs, ordinations, jubilees, anniversaries, etc.) Please provide exact dates, where possible. Use additional sheets if necessary.*

Date _____ **Signature of Pastor** _____