

MEMORANDUM

DATE: October 4, 2016

TO: Pastors and Parish Life Coordinators

FROM: Rev. Monsignor Thomas E. Reidy

SUBJECT: 2016 Status Animarum Forms and Parish (Mission) Profiles

Enclosed is a copy of the annual Status Animarum form along with Baptism, Marriage, and Confirmation Registers. The information requested is for the year ending October 31, 2016. Please complete these forms and **return them to the Catholic Center by December 12, 2016.** You will also want to keep a copy of the completed forms at your parish.

It is imperative that you complete these forms to the best of your knowledge and return them to our office. The information is needed to complete diocesan reports which must be filed annually. It is also used for the statistics section in our diocesan directory.

Please either place the correct number or “unknown” in each blank. If the answer is zero, please place a zero on the appropriate line. When lines are left blank we do not know whether that is meant to be a zero or if it may have been overlooked. Also, please send all Baptism, Marriage, and Confirmation Registers back, even if none of these sacraments were celebrated in a parish or mission. If none were celebrated, simply write “none.” Make sure all forms are signed by you, the pastor or parish life coordinator.

Also enclosed is a Parish (Mission) Profile form, approved by the Presbyteral Council in 2003. They felt it would give additional information on the “personality” of a parish or mission. The completed Parish (Mission) Profiles are kept on file at The Catholic Center. The information is helpful in identifying and meeting the needs of each parish. While the Status Animarum form provides information required by Canon Law, this additional information is more useful to those ministering locally. Please complete the questions as best you can and **return this form by December 12, 2016.**

Please call The Catholic Center if you have questions about any of the forms. Thank you very much for your continued work on statistics.