Guidelines and Definitions for Statistical Reports

The following guidelines have been developed to assist parishes to accurately define information fields that are required on the Annual Statistical Report and the Kenedy Directory.   (*items pertain to PDS users)

1. **Hispanic Mass Count**: each location that offers a Mass in Spanish will perform a Mass Count at least once per month at each Mass offered. The week of the Mass count is to be determined by the location. The average of this number will be used in the Annual Statistical Report.

2. **Family Status**:
   Married – Catholic (2 Catholics married; Catholic married to a Catholic)
   Married – Mixed (mixed religion couple; Catholic married to a non-Catholic)
   Single
   Divorced
   Widowed
   *the Family Statuses are to be used on the Family Screen of PDS

3. **PARISHIONER Households (ACTIVE)**
   At least two of the following criteria are to be true to consider a family/individual a parishioner:
   Registered, filled out the location's registration forms,
   Trackable donations received in the last 2 years,
   Formation Program Participant,
   Committee Membership,
   Personally known by the staff.

4. **NON-PARISHIONER HOUSEHOLDS (INACTIVE)**
   At least one of the following criteria is to be true to consider a family/individual an inactive non-parishioner household:
   Moved out of range of the church (out of state, out of city, out of area). There are exceptions!
   Location receives undeliverable mail.
   Individual has notified the location that they have moved to another parish.
   Don't fit the **Parishioner Household (Active)** criteria anymore.

*5. **NO Purging of records:** All records must be kept for perpetuity for Sacramental Records.

OTHER NOTES:

Active/Inactive: There is no Canonical definition per Fr. John List, J.C.L., Judicial Vicar. There are Catholics, non-practicing who are members by domicile within canonical boundaries of a parish. This should be considered in the overall count of Catholics in the Official Catholic Directory.

*ID Numbers: it is up to the location to determine how it organizes its Families using the First ID Number field as CDLex will be assigning each family a Second ID, using the Second ID Number field on the Family Screen. This Second ID Number field can be viewed or hidden.

*Family Keywords: locations can use the Family Keyword Fields to track other family statuses outside the "statistical" Family Status designations. Any other Family Status to be used by the location is to be entered as a Family Keyword. To add a Family Status as a location's Family Keyword use Family Quick Posting; Family Keywords; Auto Updates; use the current Family Status as a search feature and then add that as the Family Keyword. After you have added your location's Family Keywords, merge all Family Status to comply with the above list. File; Keywords; Family/Fund Keywords; Family Status Names