



Please return to Regional Director by: **March 1, 2018**  
 Parish Name \_\_\_\_\_  
 City \_\_\_\_\_

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**INSTRUCTIONS: Please report information for the time period of August 2017 – June 2018**

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Name of Person completing this Report \_\_\_\_\_ Title (s) \_\_\_\_\_ Phone \_\_\_\_\_

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PARISH INFORMATION: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Pastor/Admin. \_\_\_\_\_

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**ADMINISTRATORS (used for comparison statistics-please complete as much as possible for each leader.)**

A. Main person in charge of RE other than your pastor. Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract

Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation

Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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B. Main person in charge of ELEMENTARY RE. Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract

Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation

Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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C. Main person in charge of Language other than English (LOE)  Hispanic  Polish  Vietnamese  Asian  Other: \_\_\_\_\_

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract

Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation

Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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D. Main person in charge of MIDDLE SCHOOL RE .

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract

Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation

Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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E. Main person in charge of HIGH SCHOOL RE.

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract  
 Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation  
 Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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F. Main person in charge of YOUTH MINISTRY.

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract  
 Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation  
 Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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G. Main person in charge of ADULT FAITH FORMATION .

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract  
 Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation  
 Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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H. Main person in charge of RCIA

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract  
 Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation  
 Other \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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I. Name of person (other than the people listed above in D through H) delegated with any administrative responsibilities due to a language other than English, please list:

Name \_\_\_\_\_ Title(s) \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  Full Time  Part Time  Paid  Volunteer  Contract  No Contract  
 Approx. hrs./wk. \_\_\_\_\_ EDUCATION:  MA/PhD  BA/BS  Diocesan CL Certification  Ministry Formation  
 Language \_\_\_\_\_ What is/are your Degree(s)? \_\_\_\_\_

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**CATECHIST CERTIFICATION**

**INSTRUCTIONS:** This section concerns the level of Certification of your Catechists both in the parish and the school. Older Certified Catechists that have different categories than we use now (such as Master Catechist) should be placed in Level II, which is now our highest level. Include all Catechists, Substitute Catechists and Youth Ministry volunteers from grades Pre, K & 1-12. Include aides with periodic catechetical teaching responsibilities or who are involved in the Catechist Certification Program.

		English	Spanish	Other Language	School
A. Catechists with NO Certification; no/ some pre-requisite classes finished.	# in RE	_____	_____	_____	# in School _____
B. Catechists with only Pre-requisite classes finished.	# in RE	_____	_____	_____	# in School _____
C. Catechists with Level I certification completed.	# in RE	_____	_____	_____	# in School _____
D. Catechists with Level II certification completed.	# in RE	_____	_____	_____	# in School _____
E. TOTAL # Add A+B+C+D =	# in RE	_____	_____	_____	# in School _____
F How many of the total (E) are:					
-new this year?	# in RE	_____	_____	_____	# in School _____
-in Ministry Formation?	# in RE	_____	_____	_____	# in School _____
-teens that are catechists?	# in RE	_____	_____	_____	# in School _____
-teens that are aides?	# in RE	_____	_____	_____	# in School _____

G. Are Catechists offered incentives such as free tuition, gifts or stipends?

RE YES  NO  School YES  NO  IF yes, please specify: \_\_\_\_\_

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**CATECHETICAL PROGRAMS FOR CHILDREN AND YOUTH (Pre-school through High School)**

**INSTRUCTIONS:** This section includes both parish Religious Education and Catholic School students. Check YES or NO, or fill in the blank.

A. Do you have a Summer Program? YES  NO

If yes, please select the program type(s)

- Vacation Bible School
- Totus Tuus
- Other

If yes, enter # of students \_\_\_\_\_

Number of teen volunteers \_\_\_\_\_

B. How many students from your Religious Education Program & Catholic School are involved in the following:

	<u>RE</u>	<u>School</u>	<u>Total</u>
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-Eucharist Preparation	_____	_____	_____
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-Confirmation Preparation	_____	_____	_____
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-At what age are students confirmed?	_____	_____	_____
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-Students in RCIA (ages 9-18)	_____	_____	_____
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-Sacrament preparation of older children	_____	_____	_____
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Other programs, please specify: \_\_\_\_\_  
 \_\_\_\_\_

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**TUITION**

**INSTRUCTIONS:** Enter amount of tuition you are charging per grade level or per child, sacramental fees, and separate book fees.

A. Do you have an annual tuition?  YES  NO

B. Please specify tuition amounts below:

Pre-school	K	1-6	7-8	9-12
_____	_____	_____	_____	_____

Sacramental Fees  
 \_\_\_\_\_ First Communion  
 \_\_\_\_\_ Confirmation

<input type="checkbox"/> FAMILY	<input type="checkbox"/> BOOK FEE
_____ 1 child	_____
_____ 2 children	_____
_____ 3 or more	_____



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**PROGRAMS FOCUSED ON SPECIFIC POPULATIONS** (you will need to transfer the numbers on B, C & D page 10, group 4)

**INSTRUCTIONS:** In the following, please count students in your Parish Religious Education classes only. Do not count Catholic School classes

- A. Total number (Pre through 12) who are physically or developmentally challenged. \_\_\_\_\_
- B. How many students are in a Home School Program? \_\_\_\_\_
- C. How many students are in a program just for Physically or Developmentally Challenged students? \_\_\_\_\_
- D. If you have some Other Special Program, please specify program and number of students. \_\_\_\_\_

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**ADULT FAITH FORMATION**

**INSTRUCTIONS:** In this section, we are looking at the programs offered for Adults in Faith Formation classes. Since you already put RCIA students ages 7-18 on a previous page, do not count them here. Put the total number of participants beside each program.

Type of Program	Total # Attending	Total # Adult Catechists	Type of Program	Total # Parents & Sponsors Attending	Total # Adult Catechists
Scripture Study			Parents Session-Confirmation		
Apologetics (catholic teachings)			Parents Session-Eucharist		
Adult Confirmation			Parents Session-Penance		
RCIA					
Other (Specify)			Other (e.g., Retreats)		



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**YOUTH MINISTRY PROGRAM**

**INSTRUCTIONS:** This section is for the number of youth in youth ministry. Youth ministry can have any type of youth attend (Catholic school, Religious Education, Confirmation, RCIA). The grid below is there to help you determine the number of youth attending your programs. **DO NOT** put a range of numbers (15-20); instead put an average or approximate number.

TYPE OF PROGRAM	Average # of Students		Frequency per Year		TYPE OF PROGRAM	Average # of Students		Frequency per Year	
	Middle School	High School	Middle School	High School		Middle School	High School	Middle School	High School
Social/Pre Evangelization					Service/Justice				
Catechesis/Evangelization					Prayer/Worship				
Leadership/Development					Youth Summit				
					Other (e.g. Retreats)				

NOTE: We are looking for two different totals of youth ministry.

The **FIRST** total is the **TOTAL** number of youth attending youth ministry functions ---- **INCLUDE** students that attend from Catholic schools, Parish Religious Education, Confirmation and RCIA classes.

Total Number of Youth in Youth Ministry: Middle School \_\_\_\_\_ High School \_\_\_\_\_  
 (These numbers are for the Diocesan Directory and the Development Office.)

The **SECOND** total is the **TOTAL** number of youth in youth ministry **ONLY**---- **EXCLUDE** students who attend from Parish Religious Education classes and students in Confirmation or RCIA classes, but **INCLUDE** students who also attend Catholic Schools.

Total Number of Youth involved in Youth Ministry **ONLY**. Middle School \_\_\_\_\_ High School \_\_\_\_\_  
 (These numbers are used for United in Faith assessment.)

*(use only these two numbers on pg. 10, group 5)*

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 RELIGIOUS EDUCATION, CLASSROOM STRUCTURE– Data for English Lang. Program (trfr exact same numbers from # of students to pg. 10, grp 1)

**INSTRUCTIONS:** Fill in the number of Students, Catechists, Sessions, and Length of Sessions for each grade level. List the Publisher, Series Title & the Publication date for each grade level. If you have combined classes, indicate the number of students per grade level in these combined classes.

Grade	# of Students	# of Catechists	# of Sessions	Length of Sessions	Publisher and Series Title	Publication Date
FR	If different from your standard curriculum, list the publishers for sacrament materials.					
FC						
Conf.						
Pre-						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Totals						

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RELIGIOUS EDUCATION FAMILY FOCUSED PROGRAM- (transfer exact same numbers from # of students to pg. 10, group 2)

**INSTRUCTIONS:** Fill in the number of Students, Catechists, Sessions, and Length of Sessions for each grade level. List the Publisher, Series Title & the Publication date for each grade level. If you have combined classes, indicate the number of students per grade level in these combined classes.

Grade	# of Students	# of Catechists	# of Sessions	Length of Sessions	Publisher and Series Title	Publication Date
FR	If different from your standard curriculum, list the publishers for sacrament materials.					
FC						
Conf.						
Pre-						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Totals			#Of Families participating in Family Programs: _____			



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REL. ED., CLASSROOM STRUCTURE– Data for Language Other Than English Program (trfr exact same numbers from # of students to pg. 10, group 3)

INSTRUCTIONS: Fill in the number of Students, Catechists, Sessions, and Length of Sessions for each grade level. List the Publisher, Series Title & the Publication date for each grade level. If you have combined classes, indicate the number of students per grade level in these combined classes.

Grade	# of Students	# of Catechists	# of Sessions	Length of Sessions	Publisher and Series Title	Publication Date
FR	If different from your standard curriculum, list the publishers for sacrament materials.					
FC						
Conf.						
Pre-						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Totals						



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**INSTRUCTIONS:** In this section you will need to total each of 5 groups of students involved in your programs. The most important thing to remember here is that you cannot count any student more than one time. The numbers here should match the numbers you used on the previous pages listed below.

GRADE LEVEL	Group 1	Group 2	Group 3	Group 4		Group 5	
	English Language From pg. 7	Family Focused From pg. 8	Language Other Than English From pg. 9	Specific Population From pg. 5		Youth Ministry 2 <sup>nd</sup> Total From pg. 6	
PRE				B		2 <sup>nd</sup> Total	
K				C		Middle School	
1				D		2 <sup>nd</sup> Total	
2						High School	
3				This number should equal the total of B, C & D from pg. 5		This number should equal the total of 2 <sup>nd</sup> Total on page 6	
4							
5							
6							
7							
8							
9							
10							
11							
12							
TOTALS							

## FINAL SUMMARY

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Total # of Students Participating in All Religious Education/Youth Ministry Programs. (Total of groups 1, 2, 3, 4, and 5)

\_\_\_\_\_  
 FINAL SUMMARY TOTAL

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Name \_\_\_\_\_ of \_\_\_\_\_ Parish  
 City \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Pastor or Parochial Administrator)

Date \_\_\_\_\_  
 Please Return the Completed Form to your  
 REGIONAL DIRECTOR OF RELIGIOUS  
 EDUCATION BY **March 1, 2018.**

Thank you for your cooperation!

Received by: \_\_\_\_\_  
 (RDRE)

Date: \_\_\_\_\_