



Please return to Regional Director by: **March 1, 2019**
 Parish Name _____
 City _____

INSTRUCTIONS: Please report information for the time period of June 1, 2018 – May 31, 2019

Name of Person completing this Report _____ Title (s) _____ Phone _____

PARISH INFORMATION: Name _____ Address _____ City _____ Zip _____
 Phone _____ Fax _____ E-mail _____ Pastor/Admin. _____

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)? _____

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)? _____

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)? _____

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)? _____

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)? _____

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)? _____

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)? _____

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:

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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CATECHIST CERTIFICATION

INSTRUCTIONS: This section concerns the Certification levels of your Catechists. Older Certified Catechists that have different categories than what we currently use (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.

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

G. Are Catechists offered incentives such as free tuition, gifts or stipends?
 RE YES NO School YES NO IF yes, please specify: _____



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>Lang. Other Than English</u>	<u>School</u>	<u>Total</u>
Eucharist Preparation	_____	_____	_____	_____
Confirmation Preparation	_____	_____	_____	_____
Students in RCIA (ages 9-18)	_____	_____	_____	_____
Sacrament Preparation of Older children	_____	_____	_____	_____
Other programs Please specify: _____	_____	_____	_____	_____
	_____	_____	_____	_____

TUITION

INSTRUCTIONS: Enter the amount of Sacramental fees and separate book fees you are charging per students or family.

Do you have an annual tuition?	YES	NO		FAMILY	BOOK FEE
<u>Sacramental Fees</u>				_____	1 child _____
First Communion _____			Confirmation _____	_____	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 _____

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	English Total Parents & Sponsors	LOE Total Parents & Sponsors	Total # Adult Catechists
Scripture Study			Parents Session – Penance			
Apologetics (Catholic teachings)			Parents Session – Eucharist			
Adult Confirmation			Parents Session – Confirmation			
RCIA						
Other (Please 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 (trf 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 & 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 & 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						

Indicate Language: _____



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INSTRUCTIONS: In this section, enter the total number of students involved in your programs by group. **DO NOT** count any student more than once. The numbers listed below should match the numbers from the respective sections on the previous pages.

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 nd Total From pg. 6	
PRE				B		2 nd Total	
K				C		Middle School	
1				D		2 nd 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 nd Total on page 6	
4							
5							
6							
7							
8							
9							
10							
11							
12							
TOTALS							

FINAL SUMMARY

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

 FINAL SUMMARY TOTAL

Signature: _____
 (Pastor or Parochial Administrator)

Date: _____

Please return the completed form to your Regional Director of Religious Education by **March 1, 2019**.
 Thank you for your cooperation!

Received by: _____

Date: _____