



DIOCESE
of SAN
BERNARDINO



DEPARTMENT OF
PASTORAL PLANNING



STATISTICAL REPORTS USER GUIDE FOR SCHOOLS

DEPARTMENT OF PASTORAL
PLANNING

Official Catholic Directory 2022

www.planningministry.com

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Section 1 Introduction:

Welcome to the User Guide. This document will provide instructions and guidelines on completing the Official Catholic Directory Report. This report information is collected and submitted to the Office of the Chancellor every year in the early fall.

On the lower-left corner of the document, there is a version number reflecting the month and year the guide was updated. Be sure you have the most current version. Also, ensure everyone responsible for completing any part of the report has a copy. The guidebook will assist you in completing your part of the report.

You may call the Office of Pastoral Planning at 909-475-5143 for assistance or email us at pastoralplanning2@sbdiocese.org

September 23, 2022, is the deadline to submit
The Official Catholic Directory report.

Official Catholic Directory data from **July 1, 2021, through June 30, 2022.**

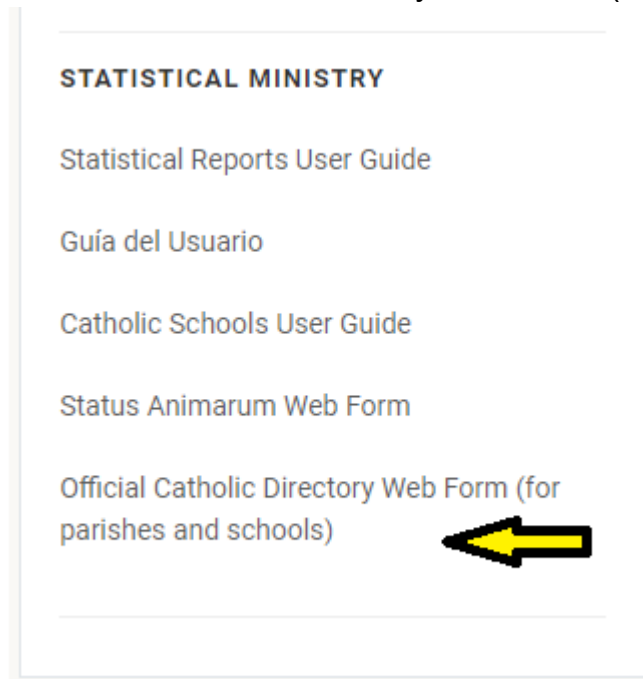
SECTION 2 ACCESS REPORTS ON THE DIOCESAN WEBSITE

To open the Official Catholic Directory Web Form ([we recommend Google Chrome as the best browser to do these tasks](#)).

If the link does not work, look for blocked COOKIES in your browser.

- 1.) Go to the diocesan website www.sbdiocese.org
- 2.) Select the ministries tab – view all offices
- 3.) Select the Department of Pastoral Planning

- 4.) On the right-hand side, under **STATISTICAL MINISTRY**, Click the link of the Official Catholic Directory Web Form (for parishes and schools)



When you click on the "Status Animarum Web Form" link, you will get a new window to log in to the Status Animarum *powered by ParishSOFT*.

SECTION 3 LOGIN INFORMATION

Two logins are case sensitive

Login 1: the screen looks like the first image shown below. **The login is case sensitive;** therefore, be sure to enter the Username and Password exactly as written below:

Sign in
https://aimesync.parishsoft.net

Username | **sanbernardinouser**

Password **SBdio2@!2**

If the first login does not work, copy the sign-in link below:
<https://aimesync.parishsoft.net>

Login 2:

← → ↻ aimsync.parishsoft.net/sanbernardino/parish/ocdlogon.php

UserName

Password

Log On

**Username and password
YOU use to access
ParishSOFT**

For assistance, call the Office of Pastoral Planning @ 909-475-5143

To reset your password, call Eric Kuske @ 909-475-5403 or email ekuske@sbdiocese.org

SECTION 4 OFFICIAL CATHOLIC DIRECTORY

Review that all general information is correct (address, phone, fax, email, website, etc.)

Submit to Diocese Final Submission to Chancellor

Enter/Confirm this Year's Info

Organization Name:

Kenedy Organization ID:

Child of OrgID: (Use Parent Kenedy Org ID)

EIN:

Year Founded:

Ethnic Affiliation:

County:

Email Address:

Web Address:

Cemetery: (Parish; Joint; Diocesan)

Kenedy Directory Page:

Diocese Initials: Diocese Page Number: Opt out:

Address Type: Mailing

Attn: Title/Position

Address 1:

Address 2:

City:

State: Zip Code:

Phone: Fax:

Add New Address

- a. Update the following
 - i. Principal
 - ii. Librarian

Current Personnel Information:

Person ID:

Prefix: Firstname: M.I. Lastname: Suffix:

Ordination Year:

Position Held:

Home Diocese: (if not this Diocese)

E-mail:

Mr. Christopher Barrows, 0, Principal, mbarrows@aquinashs.net

For **RELOAD PERSONNEL** button to work, you must first make sure the names of the current positions have been selected to appear in the Kennedy report. This is done thru the ParishSOFT staff tab; see images below: [follow numbered steps 1, 2, 3](#)

Family Suite / Administration Tab / Manage Staff / select staff

	Name	Title	Suffix	Nick Name	Primary Position	Date of Birth	Organization	Organiza
<input type="checkbox"/>	Barth, Patricia	3			65		Diocese of Demo	210
<input type="checkbox"/>	Buchanan, Tobi				93		Diocese of Demo	210
<input type="checkbox"/>	Gipson, Larry		Reveren		93		Diocese of Demo	210
<input type="checkbox"/>	Goldapp, Glenn				93		Diocese of Demo	210
<input type="checkbox"/>	Lambert, Louise				93		Diocese of Demo	210
<input type="checkbox"/>	Spindler, Kim	Mrs.		Kim	93	11/4/1959	Diocese of Demo	210
<input type="checkbox"/>	Spindler, Kim	Mrs.		Kim	93	11/4/1959	Diocese of Demo	210
<input type="checkbox"/>	Stark, Ironman			Ironman	13	4/9/1966	Diocese of Demo	210
<input type="checkbox"/>	Tank, Walter	Mr.			93		Diocese of Demo	210
<input type="checkbox"/>	Tanke, Louise	Mrs.		Louise	93	5/30/1928	Diocese of Demo	210

After the person's record opens, you must select EDIT DETAILS to be able to change their position: Principal or Librarian.

Kuske, Eric (2)

Diocese of San Bernardino, San Bernardino: Unknown

Start Date: 10/12/2018 End Date: []

Assignment Deleted
 Primary Assignment
 Show in Kenedy Dir.
 Grant Login Privileges
 Edit/View Pastoral Notes

Diocese Directory & Web Solutions
ParishSOFT Modules

Diocesan Admin
 ParishSOFT DDM

Organizations
 View
 Add/Edit
 Delete
 Print

Members
 View
 Add/Edit
 Delete
 Print

Workgroups
 View
 Add/Edit
 Delete
 Print

Web Solutions
 Home
 Calendar
 Documents
 Forms

Development Manager
 Development User
 Development Admin
 View Bank Accounts
 File Imports

Other Permissions
 Has Secure Field Access
 AIM IQ View Access
 AIM IQ Edit Access
 SEP Global Administrator
 Merge Family Access

Subscriptions Manager
 Subscription Admin
 Subscription User

Click here to make changes

Edit Details Close

Follow numbered steps – 1, 2, 3. Put the position you chose at the beginning of the list

Kuske, Eric (2)

1) Click here

Assignments **Positions** Access Rights Notes

Diocese of San Bernardino, San Bernardino: Unknown

Edit Position: Unknown

Org Directory Order: Update Position

Position Notes

Position Details: Position listed at the top of the list is Primary

- Coordinator of RCIA
- Coordinator of Youth Confirmation
- Coordinator, Diaconate Formation
- Coordinator, Religious Education
- Curia Member
- Custodian
- D.R.E. 2) Select position
- Database Coordinator
- DDF Accounting Clerk
- Defender of the Bond

3) Save changes

Save Save & Close Cancel

After selecting their position and saving the changes, you must check the Show in Kennedy.

Staff List

Our Lady of Mount Carmel, Rancho Cucamonga

Kuske, Eric (2)

1) Go to this tab

Assignments Positions **Access Rights** Notes

Diocese of San Bernardino, San Bernardino: Unknown

2) Check this box

Start Date: 10/12/2018 End Date: Assignment Deleted Primary Assignment Show in Kennedy Dir. Grant Login Privileges Edit view Pastoral Notes

Diocesan Directory & Web Solutions ParishSOFT Modules

Diocesan Admin

- Organizations
 - View
 - Add/Edit
 - Delete
 - Print
- Members
 - View
 - Add/Edit
 - Delete
 - Print
- Workgroups
 - View
 - Add/Edit
 - Delete
 - Print
- Web Solutions
 - Home
 - Calendar
 - Documents
 - Forms
- Development Manager
 - ParishSOFT DDM
 - Development User
 - Development Admin
 - View Bank Accounts
 - File Imports

Other Permissions

- Has Secure Field Access
- AIM IQ View Access
- AIM IQ Edit Access
- SEP Global Administrator
- Merge Family Access

Subscriptions Manager

- Subscription Admin
- Subscription User

3) Save changes

Save Save & Close Cancel

NOTE: not selecting a position and not checking off the show in Kennedy Form will result in the person's name and position not showing when clicking on the **Reload Personnel** button.

Annual Educational Data: The totals given in this report should cover 12 months.

You may use statistics projecting to the end of the fiscal year.

Total Priests:	<input type="text" value="0"/>		
Scholastics:	<input type="text" value="0"/>		
Brothers:	<input type="text" value="0"/>	Order:	<input type="text" value="0"/>
Sisters:	<input type="text" value="0"/>	Order:	<input type="text" value="0"/>
Lay Teachers:	<input type="text" value="0"/>		
Total Staff:	<input type="text" value="0"/>		
Consolidated	<input type="checkbox"/>		
School Type:	<input type="text" value="Consolidated"/>		
Grade Level:	<input type="text"/>		
Number of Elementary School Students:	<input type="text" value="0"/>		
Number of High School Students:	<input type="text" value="0"/>		
Total Enrollment:	<input type="text" value="0"/>		
Signature Title:	<input type="text"/>	Date:	<input type="text"/>
<input type="button" value="Submit to Diocese"/>		<input type="checkbox"/> Final Submission to Chancellor	

SECTION 5 FINALIZE



ONLY check the box to submit to the Office of the Chancellor when you have entered **ALL** the information. This will **LOCK** the form, and you will not be able to make changes.

When you have **completed everything**, and you are sure the changes are correct:

- 1) check off the **"Final Submission to Chancellor"** box
- 2) click the **"Submit to Diocese"** button.

Thank you for your prompt submission and your time and effort in collecting and submitting this important data. It is appreciated, and it certainly assists our Bishop in his duties.

If you have any questions or need assistance, please call the Office of Pastoral Planning for assistance or email us at pastoralplanning2@sbdioocese.org