# Contents

Getting started ........................................................................................................................................... 3
Opening the website page and finding the website in the Diocesan Website ........................................ 4
Login Information ........................................................................................................................................ 5
Finding your User Name and Password: ................................................................................................ 6
Opening Page (Organization and Year) and Contents ........................................................................... 7
General Parish Data ................................................................................................................................... 7
Demographics ............................................................................................................................................. 9
Weekend Mass .......................................................................................................................................... 10
Weekday Masses ....................................................................................................................................... 11
Sacraments ................................................................................................................................................ 11
Sacraments: Marriage ................................................................................................................................. 12
Other Parish Statistics ............................................................................................................................... 12
Religious Education ................................................................................................................................. 13
Finalizing and Submitting ........................................................................................................................ 14
Appendix A ................................................................................................................................................ 16
Appendix B ................................................................................................................................................ 17
Appendix B-1 ............................................................................................................................................ 19
Appendix C ................................................................................................................................................ 20
Appendix D ................................................................................................................................................ 21
Appendix E ................................................................................................................................................ 23
Appendix F ................................................................................................................................................ 24
Appendix F-1 ............................................................................................................................................. 25
Appendix G ................................................................................................................................................ 26
Appendix G-1 ............................................................................................................................................. 27
Getting started – **Web Version will look Different**

If you did not attend a Diocesan Statistics Workshop this year, we hope to see you next year. On the lower left corner there is a version number reflecting the month and year the guide was updated. Be sure you have the most current version. Also, be sure everyone responsible for completing any part of the report has a copy. The guidebook will assist you in completing your part of the report, pages 3-14.

The appendix section (pages 16-27) has screenshots on how to get some of the information from your Family Directory and custom queries in case you are not familiar with the reports available.

You may access the User Guide by copying this link [https://sites.google.com/site/sbdarchivesoffice/](https://sites.google.com/site/sbdarchivesoffice/) and pasting it on your web browser. You could also go to the diocesan website and follow these steps:

1.) [www.sbdiocese.org](http://www.sbdiocese.org)
2.) Select the ministries tab – view all offices
3.) Select the Office of Archives
4.) On the right hand side click on the website link
5.) On the left had side of the website you will find the different user guides – **print them**

**PLEASE READ THROUGH THIS USER GUIDE BEFORE WORKING ON THE WEB FORM, ESPECIALLY IF YOU DID NOT ATTEND A DIOCESAN STATISTICS WORKSHOP**

This logo indicates an important comment and you will find it throughout the User Guide.

**October 11, 2019**, is the deadline to turn in the **two** reports:

1.) Status Animarum
2.) Official Catholic Directory web form

**The data needed is from July 1, 2018 through June 30, 2019.**

If you have any questions, we are just a phone call or e-mail away.

If you are keeping your ParishSOFT Family Directory up to date, you can use the Reports Menu and the Custom Queries available at the diocesan Information Technology Services website to gather the statistical figures needed. The link to their website [http://sbdiocese.wixsite.com/communications/information-technology-services](http://sbdiocese.wixsite.com/communications/information-technology-services)

The appendix section shows some of the reports menus and custom queries on how to find specific information. As you go through the User Guide, it will refer you to the specific appendix you need. If you do not have your Fiscal Year 2017-2018 data up to date, try to enter what you will need to the fill the forms. Otherwise you can do it by hand or in spreadsheets. **Please start entering data from July 1, 2019 so next year you can get the information easier and more accurately. Use the different ParishSOFT modules (i.e., Sacramental Registry, Religious Education, Family Directory, etc…)**

It makes reporting so much faster and easier. Trying to catch up a backlog of data sounds good, but sometimes it seems overwhelming. It is best to start with the next Fiscal Year to keep it up to date. This way you can keep things current for the next Fiscal year 2018-2019 that started on July 1st, 2018 while you work on the backlog as you have time.
Opening the form on the Archives website

To open the Status Animarum Web Form (we recommend Google Chrome as the best browser to do these tasks).

Go to the Archives Office website by repeating steps one through four on the previous page, or copying and pasting this link to your browser
https://sites.google.com/site/sbdarchivesoffice

Then, click on “Status Animarum Web Form.”

If the link above in this user guide doesn’t work, look for blocked cookies in your browser if nothing happens when you click on the links in our website.

When you click on the “Status Animarum Web Form” link in the Archives Website you will get a new window to login to ParishSOFT Remote Solutions. Please note there are two logins.
Login Information

The first login screen looks something like either of the images shown below. The login is case sensitive so be sure to enter the User Name and Password exactly as how they are written below.

First Login: The first login information is as follows:

User Name: sanbernardinouser
Password: SBdio2@!2 (capital “S”; capital “B”; small “d”; small “i”; small “o”; number “2”; Ampersand or “at” symbol “@”; exclamation mark “!”; number “2”)

Sometimes, your computer may be part of a parish domain and the screen that comes up may show something different than “Domain: PARISHSOFT10” That looks something like this:

Domain: SomeDomainName\YourComputerUserName

If this is the case, you will have to click on the option “Use another account” and type the following user name and password:

User Name: amsync.parishsoft.net\sanbernardinouser
Password: SBdio2@!2 (capital “S”; capital “B”; small “d”; small “i”; small “o”; number “2”; Ampersand or “at” symbol “@”; exclamation point “!”; number “2”)

Second Login: After the above login is done, the Status Animarum login screen will come up. This is where you enter your regular ParishSOFT User Name and Password, the one you use to login to Family Directory, Religious Education, Tuition and Offerings, etc.

If you cannot remember your password, please contact Eric Kuske at ekuske@sbdioce.se.org or 909-475-5403.
The second login screen looks like the image below:

![Login Screen]

If you have multiple entities (i.e., two parishes, or a mission) that allow you to edit the Status Animarum forms, your browser will display one button for each entity. Click on the button of the entity form you wish to review or submit. If you experience issues logging in, try using a different web browser than the one you are using (i.e., if using Explorer, use Google Chrome), or even try to login from a different computer.

**Finding your User Name and Password:** different in web version

These are the same as you normally use to login to your Family Directory. If you are not sure of your login information, have the parish administrator open the Family Directory module and click on the “Staff” Menu in the tool bar and select “Logon.”

![Staff Menu]

This will open a login box showing how your user name appears in the system. Your correct login name is at the top. It is also in the User Name box, however, it is the first way shown, not the one in parentheses.

You must remember your own password—we do not know it or have a copy at the diocesan pastoral center. If you cannot remember it, please contact Eric Kuske at 909-475-5403 or ekuske@sbdiocease.org so he can reset your password. He will give you a temporary one that you can change later to something you can remember.
Opening Page (Organization and Year) and Contents

Once you have successfully logged in, the Status Animarum form for your parish will open. It takes you to the first page of the form.

This is the first page of nine which make up the report. Be sure to click on the “Save & Finish Later” button after completing each page. This button is located at the right bottom side of the page. Below is the page as you will see it in the web form. Most of it is self-explanatory, but please read the comments in the yellow boxes.

Now you are ready to begin entering the data for your parish. Remember that our office is here to assist you with any questions or issues you may have.
General Parish Data

This is the first page of the report. Please remember to select the proper county for your parish every year: choose San Bernardino if the parish is located in the San Bernardino County and Riverside if the parish is located in the Riverside County. Please also make sure that the Vicariate is the one your parish belongs to, the form has a default option so please make sure it is the correct one for your parish.

The parish phone number field will only accept numbers. Also, please notice that the pastor, administrator or pastoral coordinator name is divided in two parts, that of the first name, which includes the salutation and that of the last name, which includes the suffix (samples shown on the figure below).

It is imperative that all the data for this page is submitted, we need the number of registered households or families in the parish as well as the number of registered parishioners in two categories, under 18 years old and 18 and over. If you do not keep this information in your family directory, please ask the pastor, administrator or pastoral coordinator what he/she would like to do in this case. The “Total Parishioners” field is automatically calculated, you cannot type on this field.

Demographics – custom queries will not work on web version

If you keep demographic data in ParishSOFT Family Directory, use the EthnicityCount Custom Query for this section. Please see Appendix B. If you are not tracking the ethnicity in ParishSOFT, please ask the pastor, administrator or pastoral coordinator what he would like to do in this case.

Please enter the percentage number of each demographic field. Do not use a percentage sign (%) or decimal point. When added together all the figures must equal 100.
The three buttons at the bottom of each page are your navigation tools. “PREVIOUS” takes you back to the last page. “NEXT” takes you to the next page. Please make sure to use these navigation buttons at the bottom of each page (Previous and Next), DO NOT the back and forward arrow buttons from the web browser because the information you entered will be lost.

The button “SAVE & FINISH LATER” is very important. Please save your work after completing each page. This will ensure saving your most recent work, in the event of a power failure, in case a distraction occurs, or any other issue.

If you need to close the form at any time while you are working on the Status Animarum, click the “SAVE & FINISH LATER” button BEFORE CLOSING. It saves your work and takes you back to the “Organization and Year” page. If you do not save your work before logging out, when you come back everything you entered after your last save will be lost. If you are finished for the day, be sure to Logout (See page 7).

You can start filling the information as you have it available. You don’t have to wait until you have all the information ready. Let’s say that you have the numbers for First Communions, you can enter that. When you have the numbers for Confirmations, you can fill that part and so on. As you may recall the mass count has already been entered. That is usually the first part of the report that is completed, in the first trimester of the calendar year.

After clicking on the “SAVE & FINISH LATER” button, please use the navigation panel located on the left hand side of the page. This is the one that shows the orange links, it will make it easier to navigate between pages.
Weekend Mass - this was completed in the spring

Select the Mass: Day, Time and Language. Then enter the count for weeks one on the first blank and the count for week two on the second blank. The average will be calculated for you and appear on the third blank. For parishes with multiple sites, list all of the Masses from each location. For parishes with missions, please go to your mission’s page and enter its masses there.

**Step 1** - Using the pull down menu, select the day

**Step 2** - Using the pull down menu, select the Mass time.

**Step 3** - Using the pull down menu, select the Language of the Mass. (it is a very long list.) Please do not use the Bilingual option. Instead select the respective two languages spoken at the mass (i.e., English/Spanish)

**Step 4** - Enter the count in the appropriate column. Enter the first weekend count on the first attendance line and the second weekend count on the second attendance line. The average is calculated automatically and appears after the entries.

The two week average is calculated automatically and appears after the entries are entered. If a row is left blank, the web form won’t let you continue until you fill (or delete) all the required information. This is a feature that was added because some parishes had a very low average due to the fact that only one week count was inputted. It is for this reason that we are recommending not to include the once a month masses like the school masses, monthly healing masses, monthly adoration masses or any other mass that is not celebrated weekly. If you enter a monthly mass, like one in another language, please use the same count twice in both columns so the average does not go to half the attendance. The form will also give you the Total Average for the parish at the bottom. Please share both the weekday average and the weekend average with the pastor, administrator, or pastoral coordinator.
Weekday Masses – this was completed in the spring

To enter the Weekday Mass follow the same steps for entering the weekend mass counts. Please note that weekday masses include the Saturday’s morning masses, only vigil masses (after 4:00 pm on Saturdays) are counted as weekend masses.

Sacraments

This page covers Sacraments. Starting with Baptism, the Status Animarum statistics that go to Rome ask for 4 categories: Infants (birth to year one), Children (first birthday to 6 years old), Youth (7th birthday to 17 years old) and Adult (18 years old and over.) Example: a baby baptized at 11 months, 29 days is counted as an infant. Therefore when you are counting Baptisms for these reports, it is best to separate them into these 4 categories. We get this information from the Kenedy Statistics Report and some with the SABaptismCounts0-6 Custom Query. Please see Appendix A and Appendix B of this document.

![Warning]

Before working on the statistical pages for Sacraments, Other Parish Statistics and Religious Education please read the Appendix D and have everyone who keeps or reports this information read it. The page contains definitions of the information to be reported and the relationship between these terms.

<table>
<thead>
<tr>
<th>SACRAMENTS</th>
<th>2018</th>
</tr>
</thead>
</table>

SACRAMENTS: Please double check your sacramental figures by actually counting the registered sacraments in the respective Sacramental Book.

### Baptism

- Infants (before 1 year old):
- Children (1-6):
- Youths (7-17):
- Adults (18+):
- **Total Baptisms:**

### Confirmations

- Youth (0-17):
- Adult (18+):
- **Total Confirmations:**
- **Total Number of First Communions?**
- **How many individuals received first Sacrament of Reconciliation?**
Marriage

This page is very short. We get this information from the Kenedy Statistics Report; please see Appendix A of this document.

MARRIAGE

2018

Catholic

Inter-Faith/Non-Baptized

Total

Other Parish Statistics

Please remember: A Catechumen is someone who has never been baptized. A Candidate is someone who has been validly baptized in another faith and wishes to become Catholic. Please see Appendix D for terminology.

OTHER PARISH STATISTICS

2018

Number of Catechumens

Youth (0-17):

Adults (18+):

Total Catechumens:

Number of Candidates

Youth (0-17):

Adults (18+):

Total Candidates:

Number of RCIC/RCIA Catechists

RCIC (Youth) Catechists for Catechumens:

RCIA (Adults) Catechists for Catechumens:

RCIC (Youth) Catechists for Candidates:

RCIA (Adults) Catechists for Candidates:

Total Catechists:

Number of Deaths:

Number of Anointings:

Please note reason for any discrepancy in statistics.

You can type any kind of explanation that might be needed here. Please type the explanation for any discrepancy here.

Remember to include all convalidations in the marriage count.

See Appendix C

Be sure to include your Catechumen in the totals for Baptism, Confirmation and First Communion figures and to include Candidates in the totals for First Communion, Confirmation and First Reconciliation.

Never been baptized, receiving Baptism, Confirmation and First Communion at Easter Vigil (the Elect).

People already baptized in another faith, making a Profession of Faith, receiving Confirmation and First Communion, as well as First Reconciliation.
Religious Education

If your parish is using the ParishSOFT Religious Education Module, many reports are available through the “Reports” function on the taskbar, either from the module itself or the Family Directory module. This year we are going to obtain this data from the Custom Queries that the Office of Information Technology Services created. You can find a list of Custom Queries on Appendix B and B1 of this document. There is also Appendix F and F-1 on how to obtain reports on Sacramental Preparation; and Appendix G and G-1 on how to obtain Religious Education Reports for your review.

This is the last page that requires statistical information.

The final page of the report is simply to enter the information of the person entering the data to submit the report.
Finalizing and Submitting

If you still want to go back and check or add data, click the SAVE button only. If you want to go to a specific page, use the navigation section on the left side of the page.

The program won't allow you to submit the report if any of the information on this page is missing. This information is the one we use to update our contacts list and it is very important to our office. That is why it needs to be filled out. You will notice that the title of the needed information changes to red when is blank.

When you have completed everything and you are sure the changes are correct:
1) check off the “Check to Submit for Approval” box
2) click the “Save” button.

You will get a screen that says your report has been submitted. If you do not get the screen message that your report has been submitted, repeat the process. We won't be able to get your data until you do. After we receive it, if we have any questions or discrepancies, we will contact you.

This is all you need to do to submit this report. Thank you for your prompt submission and for your time and effort to collect and submit this important data. It is appreciated and it certainly assists our Bishop in his duties.

As always, if you have a question or need some assistance, please call at (909) 475-5143 or email Angelica Alba at aalba@sbdioceese.org

Please DO NOT send a hard copy by Email or Fax.
Appendices

Custom Queries will not work in the web version
Appendix A

To access your Reports menu, look on the tool bar at the top of your Family Directory.

Click on “Reports”, from the pull-down menu select “ParishSOFT Reports”. This opens the “Main Reports Menu” on Microsoft Access. The diagrams below give an idea of the path to one report—the Kenedy Statistics. From this report we will use the Minor and Adult Baptisms, First Communions, and Marriages numbers. For all the others we will use the Custom Queries.

If you look on pages 96 and 97 of the Family Directory Guide Book (available by clicking on the following icon located at the top left when you login to the Family Directory.)

It gives a complete list of reports available. They are all accessed from the Main Reports Menu.
Appendix B
Custom Queries

Following the above path, we can also access the customs queries option. In the Family Directory Module click on Reports > ParishSOFT Reports. From the Main Reports Menu, select Utilities > Build Custom Queries. Here we will obtain all the information we need, like families and parishioners count, students and teachers count, Sacramental counts, etc.

How to find the Custom Queries:

Go to the Diocesan Website, click on Ministries, then look for the Office of Information Technology Services and click on the office’s link. Once in the Office’s page, click on the website’s link (you might need to scroll down to find it.) This will open the Information Technology Services Website. Click on the yellow button named “ParishSOFT”, then on “ParishSOFT Info” and finally on the yellow button named “Custom Queries.” The document will open. Be ready to copy and paste!

How to Copy and Paste Query to Custom Queries: This is demonstrated at the workshops

1. Look for the query you need in this pdf file.
2. Highlight the query text and press <Ctrl> + <C> or right click on the highlighted text and select Copy from the menu option.
3. Ensure the Query Name and the Query fields are blank in Microsoft Access. If they are not blank, select the blank query name from the drop-down list and then clear the contents of the Query window.
4. Paste the query - press <Ctrl> + <V>, or click Edit > Paste from your Access menu.
5. Copy and paste the query’s name or type in the name making sure it is exactly as listed in the Query Name field. Note: the query name must be identical to the name used otherwise it will not work.
6. Click on Save Query.
7. Click on **Display Query**. If prompted, enter the requested information to execute the query.
8. Your results will be displayed on the screen in query format.

---

**View Your Query Data in Excel**

Once you have displayed a query, you can analyze it in Excel using the following procedure:

1. Select **Tools - Office Links - Analyze it with Microsoft Excel** from the main Access menu.
2. The data collected from your query will open on an Excel spreadsheet.
3. Manipulate the query data in Excel as needed, or do Mail Merges with the query results by using this spreadsheet as your source for the Mail Merge.

**Reuse Your Saved Query**

Once you have run and saved a query from ParishSOFT's Query Library, you can use it again and again. Just click **Utilities > Build Custom Queries** in ParishSOFT Reports, choose the name of the query from the drop-down list, and click **Display Query**.
### Appendix B-1

**Custom Queries Table**

This is a table with the queries you will need for the Status Animarum web form indicating the field and page on the web form you will input the data obtained from the custom query.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Status Animarum Field</th>
<th>Status Animarum Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AllRegisteredFamiliesDSB1001</td>
<td>Number of Registered Catholic Households</td>
<td>General Parish</td>
</tr>
<tr>
<td>RegFamiliesDSB1001MemberCount</td>
<td>Number of Registered Parishioners</td>
<td>General Parish</td>
</tr>
<tr>
<td>RegFamiliesDSB1001MembersValid</td>
<td>Number of Registered Parishioners with no birthdate</td>
<td></td>
</tr>
<tr>
<td>EthnicityCount</td>
<td>Demographics</td>
<td>General Parish</td>
</tr>
<tr>
<td>SABabtismCounts0-6</td>
<td>Baptisms</td>
<td>Sacraments</td>
</tr>
<tr>
<td>SABabtismCounts0-6Valid</td>
<td>Baptisms of persons with no birthdate</td>
<td></td>
</tr>
<tr>
<td>SAConfirmationCounts</td>
<td>Confirmations</td>
<td>Sacraments</td>
</tr>
<tr>
<td>SAConfirmationCountsValid</td>
<td>Confirmations of persons with no birthdate</td>
<td></td>
</tr>
<tr>
<td>SARReconciliationCounts</td>
<td>First Reconciliation</td>
<td>Sacraments</td>
</tr>
<tr>
<td>SARCIACounts</td>
<td>Catechumens</td>
<td>Other Parish Statistics</td>
</tr>
<tr>
<td>SARCIACountsValid</td>
<td>Catechumens and Candidates with no birthdates</td>
<td></td>
</tr>
<tr>
<td>SATeacherCounts</td>
<td>Number of RCIA Catechists</td>
<td>Other Parish Statistics</td>
</tr>
<tr>
<td>SATeacherCounts</td>
<td>Number of RE Catechists</td>
<td>Religious Education</td>
</tr>
<tr>
<td>SASStudentCounts</td>
<td>Number of RCIA/RCIC Students</td>
<td>Other Parish Statistics</td>
</tr>
<tr>
<td>SASStudentCounts</td>
<td>Number of RE Students</td>
<td>Religious Education</td>
</tr>
<tr>
<td>SADeathCount</td>
<td>Number of Deaths (Registered Parishioners)</td>
<td>Other Parish Statistics</td>
</tr>
</tbody>
</table>
Appendix C

Marriage and Marriage Convalidations

When recording the Sacrament of Marriage, there are three categories:

1. **Catholic Marriages** - both parties are Catholic.

2. **Interfaith Marriages (Mixed Religion)** - one party is Catholic and the other is baptized in another faith (requires permission from the Bishop or by the authority of the Bishop.)

3. **Disparity of Cult** - one party is Catholic and the other is of a non-Christian faith, i.e., Jewish, Hindu, Buddhist, Muslim, or the other party is non-baptized with or without any religious background. (This requires a dispensation from the Bishop or by the authority of the Bishop.)

**Note: not all people who say they are Christian have been baptized. See the list of valid baptisms in Appendix E.**

Both Interfaith and Disparity of Cult marriages are combined together in the Status Animarum report.

A convalidation of marriage takes place when a Catholic was married outside the Catholic Church, either a civil ceremony or in another church. This ceremony also falls into one of the three categories above and requires the same permissions or dispensations if necessary.

These convalidations are then entered in the sacramental records and they are counted in the annual count of marriages in the corresponding category they belong.
Appendix D

**Infant Baptism**: Non-baptized people from birth to eleven months of age.

**Child Baptism**: Non-baptized people between the ages of one year to six years of age.

**Baptism Youth**: Non-Baptized people, ages 7 - 17 yrs. There must be at least that many in RCIC. Baptisms in this age group are only for those in RCIC. Exceptions must be explained in the box titled “Please note reason for any discrepancy in statistics” that is located in the Other Parish Stats page.

**Baptism Adult**: Non-Baptized people, age 18 and older. There must be at least that many adults in RCIA. Baptisms in this age group are only for those in RCIA. Exceptions must be explained in the box titled “Please note reason for any discrepancy in statistics” that is located in the Other Parish Stats page.

**First Communion**: Catholic Religious Education children who are preparing for First Communion (part of a multi-year program) plus the children, youth and adults from RCIA. **Note**: There could also be some catholic youth and adults receiving this sacrament.

**First Penance**: Catholic Religious Education children who are preparing for First Penance (part of a multi-year program) plus the candidates from RCIA. This sacrament could happen on the first year or on the last year of the program. Count it when it happens in actuality. **Note**: There could also be some catholic youth and adults receiving this sacrament.

**Confirmation Youth**: Catholic High School Youth who are preparing for Confirmation (usually a multi-year program) plus the youth from RCIA.

**Confirmation Adult**: Catholics 18+ years old who have received Baptism and First Communion, but not Confirmation (usually a one year program but it could be longer) plus the adults from RCIA. **Note**: The catholic adults may also need First Communion.

**Received into Full Communion Youth**: All those between 7 and 17 years old previously baptized in another faith that become Catholic by making a Profession of Faith at Easter Vigil (part of a multi-year program.) Also known as candidates, they may be taught in same group as RCIA, however they must be counted separately. The sacraments that need to be recorded for them are First Communion and Confirmation **Only** as they have been previously baptized. **Note**: they also need to receive First Reconciliation, although this sacrament is not recorded, it needs to be counted for the report. Also, a notation of their baptism needs to be done in the Baptism Sacramental Register.

**Received into Full Communion Adult**: All those 18 years old and over previously baptized in another faith that become Catholic by making a Profession of Faith at Easter Vigil (part of a multi-year program.) Also known as candidates, they may be taught with the RCIA group, however they must be counted separately. The sacraments that need to be recorded for them are First Communion and Confirmation only as they have been previously baptized. **Note**: they also need to receive First Reconciliation, although this sacrament is not recorded, it needs to be counted for the report. Also, a notation of their baptism needs to be done in the Baptism Sacramental Register.
**RCIC: Rite of Christian Initiation of Adults adapted for children** - Non-baptized persons 7 to 17 years old wishing to become Catholic (part of a multi-year program.) Commonly known as catechumen although this is the name they receive in only one of the four periods they go through.

**RCIA: Rite of Christian Initiation of Adults** - Non-baptized persons 18 years old and over wishing to become Catholic (part of a multi-year program.) Commonly known as catechumen although this is the name they receive in only one of the four periods they go through.

The terms **Catechumen and Candidate** refer to two separate groups of people, over the age of 7 years, wishing to become **Roman Catholic**:

**Candidates**: All those previously baptized in another faith (for a list of valid and invalid baptisms, who become Catholic by Profession of Faith, please see Appendix E. They can be received at any Sunday Mass during the Easter Season when the Pastor deems they have sufficient knowledge of the Church and are spiritually ready. They are frequently received at the Easter Vigil along with the Catechumen, but making some type of difference between them. It is referred to as being “Received into Full Communion,” a term that only refers to Candidates. Candidates receive the sacraments of First Reconciliation, First Communion and Confirmation.

**Catechumen**: All those non baptized people from RCIA and RCIC who receive their three sacraments of initiation – Baptism, First Communion and Confirmation-- at Easter Vigil. They do not need to receive the sacrament of First Reconciliation as their sins will be washed away when they are baptized. They are also called the Elect during the Purification and Enlightenment period.

For the unbaptized who are between the ages of 7 and 17, they are usually included in the process called RCIA adapted for Children (RCIC in ParishSOFT), a more age appropriate process for young people. Those under the age of 7, if not already baptized, are baptized and counted as infant baptisms.

For **baptized** children/youth in the Roman Catholic Church between the ages of 7 and 17, they may be enrolled in Religious Education programs for First Communion and Confirmation.

**Note: Some children from other countries such as Mexico and India may receive Baptism and Confirmation at the same time or receive Confirmation when they are very young and are asking for First Communion only (frequently as adults). They receive preparation for First Communion, generally through the Religious Education Office, and their First Communions are recorded. They are generally not Candidates.**

When Catechumen/Elect receive the Sacraments of Initiation we need to include their Baptisms, Confirmations and First Communions in the statistical figures. They should be recorded in the respective Sacramental Register and counted like any other Sacrament.

When a Candidate enters the Church by Profession of Faith, whether it is at Easter Vigil or another time during the Easter Season, their First Communion and Confirmation should be recorded in the respective Sacramental Register and counted like any other Sacrament. Their First Reconciliation should also be counted.
# Appendix E

## Recognized Baptisms

The following is a list of other faiths and the acceptability of their baptisms for recognition by the Roman Catholic Church.

<table>
<thead>
<tr>
<th>Faith</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventist</td>
<td>Valid, NB: they have a dedication service too.</td>
</tr>
<tr>
<td>African Episcopal Methodist</td>
<td>Valid</td>
</tr>
<tr>
<td>Amish &amp; Mennonite</td>
<td>Valid</td>
</tr>
<tr>
<td>Anglican</td>
<td>Valid</td>
</tr>
<tr>
<td>Assembly of God</td>
<td>Valid</td>
</tr>
<tr>
<td>Baptist</td>
<td>Valid</td>
</tr>
<tr>
<td>Church of the Brethren</td>
<td>Valid</td>
</tr>
<tr>
<td>Church of God (COGIC)</td>
<td>Valid</td>
</tr>
<tr>
<td>Church of the Nazarene</td>
<td>Valid, NB: they have a dedication service too.</td>
</tr>
<tr>
<td>Congregationalist</td>
<td>Valid</td>
</tr>
<tr>
<td>Disciples of Christ</td>
<td>Valid</td>
</tr>
<tr>
<td>Episcopalian</td>
<td>Valid</td>
</tr>
<tr>
<td>Evangelicals</td>
<td>Valid</td>
</tr>
<tr>
<td>Evangelical United Brethren</td>
<td>Valid</td>
</tr>
<tr>
<td>Liberal Catholic</td>
<td>Valid</td>
</tr>
<tr>
<td>Lutheran</td>
<td>Valid</td>
</tr>
<tr>
<td>Methodist</td>
<td>Valid, NB: they also have a cradle roll, which is only an inscription for Sunday school; it is not evidence of baptism</td>
</tr>
<tr>
<td>Old Catholics</td>
<td>Valid</td>
</tr>
<tr>
<td>Polish National Church</td>
<td>Valid</td>
</tr>
<tr>
<td>Presbyterians</td>
<td>Valid</td>
</tr>
<tr>
<td>Reformed Church</td>
<td>Valid</td>
</tr>
<tr>
<td>United Church of Christ</td>
<td>Valid</td>
</tr>
<tr>
<td>Bohemian Free Thinkers</td>
<td>No baptism</td>
</tr>
<tr>
<td>Christian Science</td>
<td>No baptism</td>
</tr>
<tr>
<td>Freemasonry</td>
<td>No baptism</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>No baptism, NB: they have a cradle roll only</td>
</tr>
<tr>
<td>Christadelphians</td>
<td>Invalid (Trinitarian issues)</td>
</tr>
<tr>
<td>Church of Divine Science</td>
<td>Invalid</td>
</tr>
<tr>
<td>Church of the People of Chicago</td>
<td>Invalid</td>
</tr>
<tr>
<td>Jehovah's Witnesses</td>
<td>Invalid (Trinitarian issues, plus)</td>
</tr>
<tr>
<td>Latter Day Saints</td>
<td>Invalid (Trinitarian issues, plus)</td>
</tr>
<tr>
<td>Pentecostal</td>
<td>Invalid, they do not use a Trinitarian formula</td>
</tr>
<tr>
<td>Quakers</td>
<td>Invalid, they do not use water</td>
</tr>
<tr>
<td>Universalists</td>
<td>Invalid</td>
</tr>
<tr>
<td>Unitarians</td>
<td>Invalid</td>
</tr>
<tr>
<td>Apostolic</td>
<td>Doubtful, must check exact formula used</td>
</tr>
<tr>
<td>Missionary Christian Alliance</td>
<td>Doubtful, must check exact formula used</td>
</tr>
</tbody>
</table>

**NB** = Nota Bene (Please Note)

If in doubt or if you have any questions, please contact the Office of Canonical Services at (909) 475-5323.
Appendix F
Sacramental Preparation Reports

If you are keeping Religious Education Data in your ParishSOFT Religious Education Module, here is a report to determine the number of students in some of the Sacramental Prep programs. From the Family Directory menu bar, select “Reports”.

From the pull down select “ParishSOFT Reports.” In the “Main Reports Menu” that appears in Microsoft Access, select “Religious Ed Reports Menu” and then select “Sacramental Prep Menu”.

That brings up the window to the left.

Select the correct year (this this would be July 1st of the previous year) and the Sacrament you are looking for. As you can see, it only lists four categories: First Eucharist, Penance, Confirmation and RCIA.

Then click on Print Report. If you want to change the items in the report, select Display Query and proceed as for any query.

The next page shows two examples.
Appendix F-1

Here are 2 sample reports for Sacramental Preparation. The Demo Parish database only contains data for First Eucharist and Confirmation, but the other two reports for Penance and RCIA would look the same. The most important data for the Status Animarum web form is the Total Student Count in yellow below.

### Demo Parish

**First Eucharist Candidates for 2007**

321 Parish Blvd, Ann Arbor, MI 48106

<table>
<thead>
<tr>
<th>Student</th>
<th>DOB</th>
<th>Age</th>
<th>Parents</th>
<th>Address</th>
<th>City</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Michael</td>
<td>04/11/1999</td>
<td>11</td>
<td>Mr. and Mrs. Robert Jones</td>
<td>1311 Oakley Street</td>
<td>Flint</td>
<td>MI 48103</td>
</tr>
<tr>
<td>Smith, Alison</td>
<td>10/05/1999</td>
<td>10</td>
<td>Mr. and Mrs. John Smith</td>
<td>1625 Aberdeen Way</td>
<td>Flint</td>
<td>MI 48104</td>
</tr>
<tr>
<td>Xavier, Madeline</td>
<td>1/20/1999</td>
<td>11</td>
<td>Mr. and Mrs. Charles Xavier</td>
<td>1031 Woodbridge Bell</td>
<td>Flint</td>
<td>MI 48103</td>
</tr>
</tbody>
</table>

Total student Count: 3

### Demo Parish

**Confirmation Candidates for 2007**

321 Parish Blvd, Ann Arbor, MI 48106

<table>
<thead>
<tr>
<th>Student</th>
<th>DOB</th>
<th>Age</th>
<th>Parents</th>
<th>Address</th>
<th>City</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fear, Gabriel</td>
<td>12/15/1992</td>
<td>17</td>
<td>Ms. Teresa A Fear</td>
<td>355 6 Mile Ct</td>
<td>Whitmore Lake</td>
<td>MI 48189</td>
</tr>
<tr>
<td>Gabriel, David</td>
<td>04/10/1992</td>
<td>18</td>
<td>Dr. and Mrs. William Gabriel</td>
<td>3650 Gettysburg Ct</td>
<td>Flint</td>
<td>MI 48105</td>
</tr>
<tr>
<td>Harris, Mary</td>
<td>08/10/1992</td>
<td>17</td>
<td>Mr. and Mrs. Ralph Harris</td>
<td>313 Strawberry Lake</td>
<td>Flint</td>
<td>MI 48108</td>
</tr>
<tr>
<td>Haynes, Summer</td>
<td>05/29/1992</td>
<td>17</td>
<td>Jeff Haynes and Daron Smith</td>
<td>7113 Callan NW</td>
<td>Lansing</td>
<td>MI 48917</td>
</tr>
<tr>
<td>Jordan, Chloe</td>
<td>11/20/1992</td>
<td>17</td>
<td>Michael and Marie Jordan</td>
<td>22911 N. 46th Avenue</td>
<td>Bridge Oter</td>
<td>MI 48115</td>
</tr>
<tr>
<td>Novka, David</td>
<td>01/20/1992</td>
<td>18</td>
<td>Mr. and Mrs. Alan Novka</td>
<td>58394 Kettle Street</td>
<td>Flint</td>
<td>MI 48103</td>
</tr>
</tbody>
</table>

Total student Count: 6
Appendix G

If you are keeping Religious Education Data in your ParishSOFT Religious Education Module, there are several reports that may assist you in preparing the Status Animarum Report. From your Family Directory menu bar, select “Reports”.

From the pull down select “ParishSOFT Reports.” Select Religious Ed Reports Menu from the “Main Reports Menu”. Here you have two choices — “Student Lists by Grade” or “Sacramental Prep Menu”. The second one is shown in Appendixes F and F-1. The Student Lists by Grade option is shown below.

This is the screen for “Student Lists by Grade.” Select the year (the first part of our fiscal year), Order by “Grade” and Print Report. (Leave “Session” and “Grades” clear.) A sample of the report is on the next page.
This report will return one list for each grade including youth groups and adult education if they are kept in the database. By printing these lists out you can get a count of the students in each of the grade groups. These lists give a lot more data than you need so if you like to work with queries, you can click on “Display Query” instead of “Print Report” on the window and edit the query to return only the data you want.

If the teacher name was entered in ParishSOFT, it also shows on this report, otherwise there is a “Teacher Roster” that you can use as well. From the “Religious Ed Reports Menu” select “Other Religious Ed Reports” then “Teacher Roster Report” for the correct year.

Thank you for taking the time to review this guide. We hope it was helpful. Please let us know if there is something that was not clear and can be further explained.

If at any time during this process of completing the Status Animarum you need help, we are only a phone call or email away.

Office of Archives: Angelica Alba 909-475-5143  aalba@sbdioceose.org

Report DUE October 11th, 2019