

ParishSOFT Catholic Directory Manager – 2010.

The information that is gathered on these web pages is designed to populate fields that are associated with the annual submission of information to the Kenedy Directory.

The boxes highlighted in the below sections are equivalent to the identifiers that Kenedy Directory uses to track organizations and personnel. Because these are not ParishSOFT generated IDs end users will have to populate them based on the information found on their forms received from P. J. Kenedy & Sons.

Clarifying Note: If an organization is reported under a parent organization then the form will not have a Parish Code number for that specific organization. If that is the case the Parish Code field and Organization ID field should be left blank, but please be sure to put the parent organization ID in the Child of OrgID entry field.

Catholic Online Directory Report Manager

This form was produced using ParishSOFT LLC software, and is not affiliated with P.J. Kenedy & Sons or National Register Publishing published by P.J. Kenedy & Sons in association with National Registry Publishing, 121 Chanlon Road, New Providence, NJ 07974

**Kenedy is a trade name of P.J. Kenedy & Sons*

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Alpha-numeric parish identifier in the upper left corner of the Kenedy Form.

If this form is for an organization that gets submitted to Kenedy Directory as part of a parent organization, like a mission or school, then put the Kenedy Directory OrganizationID of the parent organization here and leave the OrganizationID blank.

Kenedy Directory internal organizational ID number located as the first line under the header information on the Kenedy Form.

Parish Code: <input type="text"/>	<input type="button" value="Submit to Diocese"/> <input type="checkbox"/> Final Submission to Diocese
Last Year's Info	Enter/Confirm this Year's Info
Organization Name: Christ The King Parish	Organization Name: <input type="text" value="Christ The King Parish"/>
Organization ID:	Organization ID: <input type="text"/> (Official Use Only)
Child of OrgID:	Child of OrgID: <input type="text"/>
EIN:	EIN: <input type="text"/>
Year Founded: 1946	Year Founded: <input type="text" value="1946"/>
Ethnic Affiliation:	Ethnic Affiliation: <input type="text"/>
County:	County: <input type="text"/>
Email Address: test	Email Address: <input type="text" value="test"/>
Web Address:	Web Address: <input type="text"/>
Cemetery:	Cemetery: <input type="text"/> (Parish; Joint; Diocesan)
Kenedy Directory Page:	Kenedy Directory Page:
	Diocese Initials: <input type="text"/> Diocese Page Number: <input type="text"/>

Place the diocesan initials and number located in the lower right corner on the first page of the Kenedy Form.

Additional fields have been added to the Organizational Personnel section to capture additional information that is reported to Kenedy Directory.

Organization Personnel: Additional Info for organizational personnel. Person ID is the internal Kenedy ID for each specific person. This is not a ParishSOFT generated ID.

Phone: Fax:

Prefix: Firstname: M.I.: Lastname: Suffix: Position/Title:

Person ID: Ordination Year: Diocese:

Mr. Joe Benots, Pastor, 12345, 1990 Anywhere

Statistical Overview:

This section corresponds to the same section on the Kenedy form.

Statistical Overview:

Paid Ministry Personnel: Includes persons working full-time weekly schedules 35-40 hrs. such as Dir. of Religious Ed., Youth Minister, RCIA Coordinator, Liturgy Dir., Music Minister, Business Mgr., etc. Please do not include support staff positions such as Secretary, Admin. Asst., Bookkeeper, etc.

Number of Paid, Full-Time Professional Ministry Personnel (in addition to priests and deacons):
Brothers:
Sisters:
Lay Ministers:

Vital Statistics: The totals given in this report should also include Mission statistics and cover a TWELVE MONTH PERIOD in accordance with your (Arch)Diocese. You may use statistics projecting to the end of the calendar or fiscal year.

Receptions into the Church:
Infant Baptisms (Ages 0 - 6):
Minor Baptisms (Ages 7 - 17):
Adult Baptisms (Ages 18+):
Received into Full Communion:
Total First Communions:
Total Confirmations:
Marriages:
Catholic:
Interfaith:
Total:
Number of registered parishioner households:
Estimated number of individual Catholics:
Total Deaths:

Religious Education Statistics:
Number of Elementary School Students:
Number of High School Students:
Total (Elem/HS):

ParishSOFT users that have been entering sacramental and/or religious education information into their ParishSOFT system can go into ParishSOFT Reports – Census Menu – Other Reports – Kenedy Statistics

Kenedy Statistics

Start Date: End Date:

Receptions into the Church:
 Infant Baptisms (Ages 0 - 6):
 Minor Baptisms (Ages 7 - 17):
 Adult Baptisms (Ages 18+):
 *Not Specified:
 Received Into Full Communion:

Number of Paid Full-Time Ministry:
 Brothers:
 Sisters:
 Lay Ministers:

Total First Communions:
 Total Confirmations:

Religious Education Statistics:
 Elementary Students (K-8):
 High School Students (9-12):
 Total (Elem/HS):

Marriages:
 Catholic:
 Interfaith:
 Total:
 *Not Specified:

Number of registered parishioner households:
 Number of individual Catholics:
 Total Deaths:

Note: *Not Specified* - Not enough info to properly categorize baptisms and/or marriages.

