



THE ROMAN CATHOLIC CHURCH
DIOCESE OF TUCSON

❖ BISHOP MORENO PASTORAL CENTER ❖
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OFFICE OF THE CHANCELLOR

TO: Pastors, Administrators, Parish Staff, Parish Pastoral Report Preparers
FROM: Kathy Rhinehart, CHANCELLOR
DATE: September 19, 2016
SUBJECT: 2016 PARISH PASTORAL REPORT

Dear Co-workers,

Attached you will find the revised Parish Pastoral Report for 2016 along with instructions and a mini example of how to navigate in the form.

This report may look very similar to the version we've used the past couple of years but it has several modifications that make it different from previous versions.

I ask you please "do not update old forms for submission." This year I need everyone to complete the new form in Word. (If you do not have MS Word please contact me to make other arrangements.)

The form contains special coded fields that will be directly exported into a database. The data collected by this report along with the New October Count information will provide us with the statistical overview we need for planning and for informing our new bishop of the most current parish activities and ministry.

The electronic version of the form has been broken into 6 Word forms. We know that some parishes have more than one person working on filling the form. We hope that the separate forms will ease the collection of their part. Please designate one person to collect all the completed forms and return to us. We will verify that we have all forms from each parish but it would be better if we did not need to piece it together.

Please read the instructions. The report is 11 pages in length for most parishes with 1 supplementary page for schools. In addition to those forms please remember to:

- Provide a current copy of a recent Parish Bulletin. (please insure that the front cover information is updated.)
- Provide a listing of Commissioned Eucharist Ministers active in your parish.
- Make a copy for your records and email to my office by October 28, 2016.

Contact my office if you prefer a single (combined) form. Parishes with schools will still need to complete the supplementary form. The combined form will not be available on the Chancellor's webpage. As always we are available for any questions or help that you may need.