



Parish Annual Administrative Report 2023
For the year ended June 30, 2023

Parish or Mission *

Parish Email *

example@example.com

The Parish Annual Administrative Report, when signed, is to be submitted to the Pastoral Office by **September 30, 2023**.
A copy will be returned to the parish or mission after approval by the Bishop of Marquette.

GENERAL PARISH INFORMATION

Number of bulletins produced weekly

Does your parish provide online bulletin access?

Provide the address for online bulletin access

Number of adult parishioners

Number of children parishioners

Total number of parishioners

PARISH STAFF CONTACT INFORMATION
Please provide contact information for your parish staff

Secretary (SC)

Name: SC

First Name Last Name

Phone Number: SC

Area Code Phone Number

Email: SC

example@example.com

Bookkeeper (BK)

Name: BK

First Name Last Name

Phone Number: BK

Area Code Phone Number

Email: BK

example@example.com

Safe Environment Coordinator (SEC)

Name: SEC

First Name Last Name

Phone Number: SEC

Area Code Phone Number

Email: SEC

example@example.com

Faith Formation Coordinator (FFC)

Name: FFC

First Name Last Name

Phone Number: FFC

Area Code Phone Number

Email: FFC

example@example.com

Custodian (CUS)

Name: CUS

First Name Last Name

Phone Number: CUS

Area Code Phone Number

Email: CUS

example@example.com

Parish Music Director (PMD)

Name: PMD

First Name Last Name

Phone Number: PMD

Area Code Phone Number

Email: PMD

example@example.com

Marriage Mentor Couple Leaders (MMC)

Name: MMC

First Name Last Name

Phone Number: MMC

Area Code Phone Number

Email: MMC

example@example.com

GENERAL PARISH MINISTRY INFORMATION
Please indicate the number of each category in your parish

Extraordinary Ministers of Holy Communion

Lectors

Ushers

Collection Counters

Music Directors

Cantors

Choir

Catechists

PARISH COUNCILS, GROUPS, & COMMITTEES

Please select applicable Councils, Committees, and Parish Groups in your parish

Select those that are applicable

- Parish Finance Council
- Parish Youth Group
- Parish Men's Group
- Parish Women's Group
- Parish Pastoral Council
- Parish Evangelization Committee
- RCIA
- Parish Stewardship & Development

PARISH COUNCILS, GROUPS & COMMITTEES CONTACT INFORMATION

Parish Finance Council President (PFCP)

Name: PFCP

First Name Last Name

Phone Number: PFCP

Area Code Phone Number

Email: PFCP

example@example.com

Parish Youth Group Leader (PYGL)

Name: PYGL

First Name Last Name

Phone Number: PYGL

Area Code Phone Number

Email: PYGL

example@example.com

Parish Men's Group (PMG)

Name: PMG

First Name Last Name

Phone Number PMG

Phone Number

Area Code

Email: PMG

example@example.com

Parish Women's Group (PWG)

Name: PWG

First Name Last Name

Phone Number: PWG

Area Code Phone Number

Email: PWG

example@example.com

Parish Pastoral Council President (PPCP)

Name: PPCP

First Name Last Name

Phone Number: PPCP

Area Code Phone Number

Email: PPCP

example@example.com

Parish Evangelization Committee President (PECP)

Name: PECP

First Name Last Name

Phone Number: PECP

Area Code Phone Number

Email: PECP

example@example.com

RCIA Coordinator (RCIA)

Name: RCIA

First Name Last Name

Phone Number: RCIA

Area Code Phone Number

Email: RCIA

example@example.com

Parish Stewardship Committee President (PSCP)

Name: PSCP

First Name Last Name

Phone Number: PSCP

Area Code Phone Number

Email: PSCP

PARISH MINISTRY INFORMATION

Please complete information for any of the following types of Ministries in your community, e.g. jails/ prisons, nursing homes, group homes, shelters, Native Americans, Campus Ministry, etc.

1. Institutions/ Group Served

1. Average No. of People Served Monthly

1. Desc. of Service or Ministry Provided

2. Institutions/ Group Served

2. Average No. of People Served Monthly

2. Desc. of Service or Ministry Provided

3. Institutions/ Group Served

3. Average No. of People Served Monthly

3. Desc. of Service or Ministry Provided

4. Institutions/ Group Served

4. Average No. of People Served Monthly

4. Desc. of Service or Ministry Provided

5. Institutions/ Group Served

5. Average No. of People Served Monthly

5. Desc. of Service or Ministry Provided

6. Institutions/ Group Served

6. Average No. of People Served Monthly

6. Desc. of Service or Ministry Provided

7. Institutions/ Group Served

7. Average No. of People Served Monthly

7. Desc. of Service or Ministry Provided

Baptisms

Number of Baptized up to 1 year old

Number of Registered Parishioners Baptized: up to 1 year old

Number of Unregistered Parishioners Baptized: up to 1 year old

Total Number Baptized: up to 1 year old

Number of Baptized from 1 to 7 years old

Number of Registered Parishioners Baptized: 1 to 7 years old

Number of Unregistered Parishioners Baptized: 1 to 7 years old

Total Number Baptized: 1 to 7 years old

Number of Baptized over 7 years old

Number of Registered Parishioners Baptized: over 7 years old

Number of Unregistered Parishioners Baptized: over 7 years old

Total Number Baptized: over 7 years old

Marriages

Number of Catholic Marriages

Number of Mixed Faith Marriages

Total Number of Marriages

Funerals

Number of Full Body Funerals

Number of Cremations

Total Number of Funerals

Additional Information

Number of Confirmations

Number of RCIA received into the church

Number of First Communion during the year

Number of Students in Grades K-5th

Number of Students in Grades 6th-8th

Number of Students in Grades 9th-12th

Number of Students from your Parish in a Catholic School

PARISH DEVELOPMENT & STEWARDSHIP

Did your parish utilize the services of a professional fundraiser in the last fiscal year?

If yes, name the fund raising firm:

Does your parish use ACH/EFT?

Does your parish process credit card payments/ donations?

Does your parish offer Online Giving on your website?

Does your parish have a self-service card donation point for parishioners and visitors to make donations, such as a kiosk, so they can give in the lobby?

If yes, name the vendor your parish is using:

The number of online giving donors during the last fiscal year.

Total amount received from online gifts during the last fiscal year.

PARISH MAINTENANCE INFORMATION

Maintain a binder with current MSDS sheets?

Boilers inspected by a licensed contractor annually?

Employee maintains a boiler log once a week?

Fire extinguishers checked by an employee once a month?

Semi-annual facility & grounds self inspections?

Fire alarm system inspected annually?

Maintain an AED/ Defibrillator Machine at your parish?

COMMENTS/ADDITIONAL INFORMATION

Please leave a comment if you have any additional information to share on this report.

SIGNATURE REQUIRED

Did you review all the information before submitting this form and is everything filled in? *

I, the undersigned, hereby certify that I have examined this Parish Annual Report and Financial Statements and find that they are an accurate statement of the condition of this parish or mission.

Pastor/ Pastoral Coordinator *

Prefix First Name Last Name

Pastor/ Pastoral Coordinator Email *

example@example.com

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Please click SUBMIT below when the form is complete and signed.