



Completing the Annual Report using Report Library and Family Search

For the Numbers of Registered Families use the Family Search, All Statuses, Registered Only, Current Parish and the end date of the Reporting Year in Registered To. The Count of Registered Family will Appear at the bottom of list of Families as # of Records Found. *This is not found in the Report Library; instructions in Freshdesk.*

Annual Parish Report {1}

Family Search for Registered Families Coun...

For Contributing Families (under the Families heading):
Enter the dates of July 1, 2020, thru June 20, 2021

Registered Contributing Units

This report will show a count of Registered Families that are considered Contributing units.

For Baptism, First Communion, and Confirmation (under the Sacraments heading). Watch for duplicates. You would count the sacrament if the Location is for your parish. Look for anyone over the age of 7 who had baptism, 1st Communion & Confirmation as they are the Adult Initiation members, and for anyone over the age of 7 who had 1st Communion & Confirmation as they are the Received into Full Communion (RCIA) Members.

Parish Sacraments

See all sacraments for any time period. Not including Marriage.

For Marriages (under the Sacraments heading), Choose Y, Registered Families, All Types, All statuses and date range of July 1, 2020, thru June 20, 2021. You choose all statuses as you would count all marriages performed in your parish that was sacramental (performed by a priest or deacon). Where both spouses are Catholic count as Catholic Marriages, and where either spouse is Non-Catholic count as Interfaith Marriages. The spouse status column shows if "Married by Priest/Deacon" and is updated in each Member's Miscellaneous tab.

Parish Marriages

This report will show you the two members of the family with the same Matrimony date in the sacrament section of Gabriel.

Vital Statistics

Registered Households:

(Number of families or single households)

Contributing Households:

(Those who contribute \$100 or More/Year)

Infant Baptisms:

Adult Initiation:

(Includes baptism, confirmation, eucharist over age 7)

Received Into Full Communion:

(Received into the Church during the year, but baptized in another Christian Tradition over age 7)

First Communion:

Confirmations:

Catholic Marriages:

Interfaith Marriages:

Deaths:

MINISTRY PERSONNEL Number of **FULL-TIME PAID** professional Ministry Personnel, such as DRE, Youth Minister, RCIA Coordinator, Liturgy Director, Music Minister, Business Manager, etc. (NOT Secretary, Administrative Assistant or Bookkeeper or Communion Ministers) - in addition to priests and deacons:

Religious Brothers: 0 Religious Sisters: 0 Lay Ministers: 2

Signature _____ Title _____ Date _____

Signature of whomever completed the report.

Gabriel currently records Date of Death and Deceased Status, not Funerals. We recommend using your Death Registry Book for completing the Deaths field. We hope to have a Tab for Funerals soon. Use the *Deceased Member by Date* report to ensure all the Catholic funerals you recorded are on your list of deceased. Catholic funerals for a non-parishioner are entered with Deceased status and pulled into your parish as Deceased or Inactive Family (as appropriate to living members), Deceased Member and a PRM note of details of Funeral.

For Ministry Personnel, use the Parish Staff Committee in Committee Explorer

2019 - 2020	Figures from Gabriel report for 2020 - 2021	Enter correct figures if left column incorrect	Figures in 2020 - 2021 are from your Parish Gabriel Software report.
394	414	_____	
204	235	_____	Please cross of any incorrect figures in Column 2 and fill in the correct figures from July 1, 2020 - June 30, 2021 in Column 3.
9	19	_____	
0	0	_____	
0	1	_____	
10	25	_____	
12	22	_____	
8	11	_____	
2	3	_____	
20	27	_____	