



Catholic Diocese of Columbus

Policy Guideline

Diocesan Parish School All

209.0 – Census, including Diocesan Reporting

Each Parish will establish records containing information for each registered family. Many computer based programs are in use in the Diocese, including: ParishSoft; Church Management; etc. These are census programs specifically created for church organizations. At a minimum, the records must include information on:

Family (i.e. name, address, date of registration, etc.)

Members of the Family (i.e. name, age, etc.)

Financial Contributions of the Family

In addition, the records may include information on:

Ministries

Sacraments

It is recommended that a periodic effort be made to keep the non-financial Census data current by periodically confirming the information with each parish family.

An up-to-date record must be maintained of each financial contribution attributable to each registered family. These records will be used for creating a year end summary of financial contributions, by family, which will be mailed no later than January 31 for donations made in the previous calendar year. All single contributions of \$250 or more, made in a single donation, must be separately identified on the statement by date contributed. Single contributions less than \$250 may be summarized.

The Parish is required to report detailed census information to the Diocesan Development Office. The information to be reported includes:

- each new family registering with the parish
- information changes for currently registered families
- families who are no longer members of the parish

Information should be reported on the frequency and in the format prescribed by the Diocesan Office of Development and Planning.