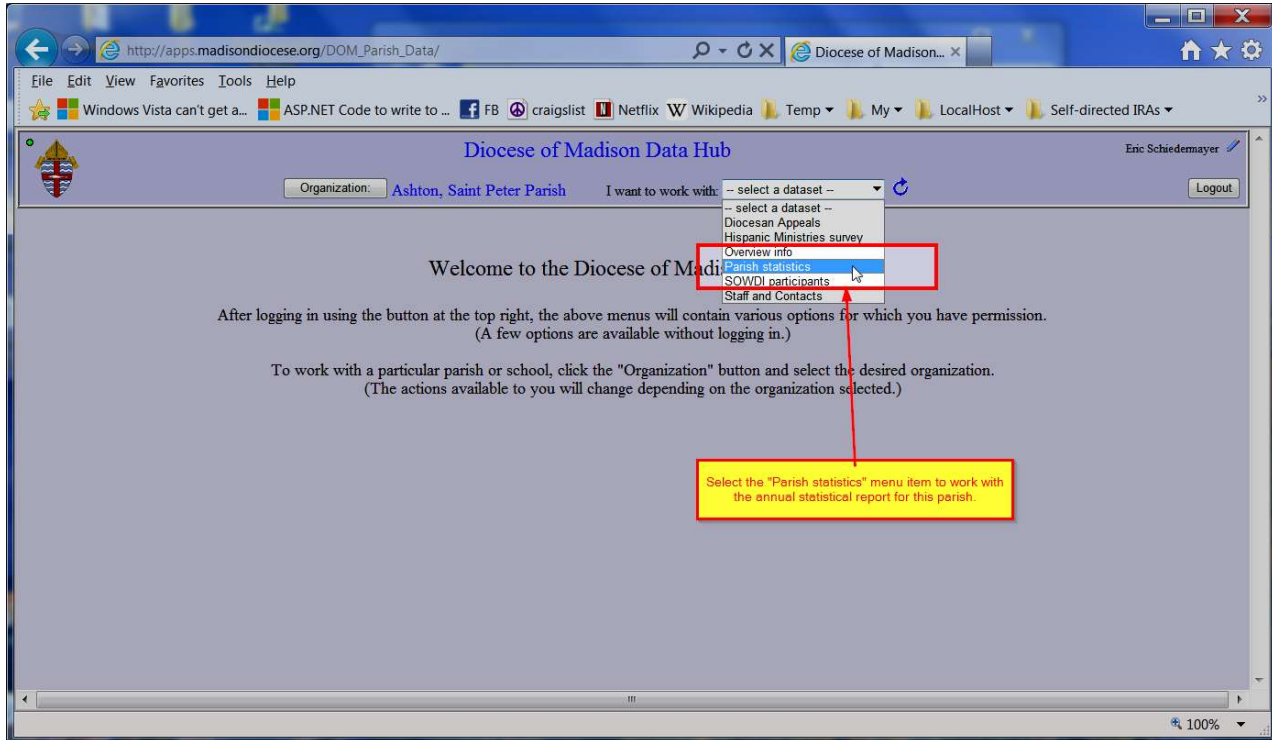


Completing the Parish Annual Statistical Report

On the Diocesan Data Hub

After logging into the Diocesan Data Hub in the usual way (there is a separate instructional file on the web at www.MadisonDiocese.org/Hub), and selecting your parish via the “Organization” button in the top menu bar, select “Parish statistics” from the “I want to work with” menu.



From this screen, visit each section of the annual report using the menu highlighted on the screen shot below. After filling out each section of the report, click the “Save changes” button for that section, then proceed to the next section by again selecting it from the menu.

Diocese of Madison Data Hub

Organization: Ashton, Saint Peter Parish I want to work with: Parish statistics Logout

Saint Peter Parish, Ashton

Parish Statistics - Parishioner Counts

I want to edit Parishioner counts for the 2013 calendar year.

All fields require numeric input.

Number of households...

Married couples where both are Catholic: 340

Mixed religion couples: [input field]

Widowed or single persons: [input field]

Total number of households: 340

Number of adult individuals...

These are estimates.

Adults ages 18 through 40: [input field]

Adults ages 41 through 64: [input field]

Adults ages 65 and above: [input field]

Total number of adults: 0

Number of children in the parish...

These are estimates.

| | Girls | Boys | Total |
|-------------------------------|-------|------|-------|
| Children ages birth through 5 | 17 | 13 | 30 |
| Children ages 6 through 13 | 28 | 35 | 63 |
| Children ages 14 through 17 | 18 | 26 | 44 |

Other children (unknown and not accounted for above): [input field]

Total number of children: 137

Total number of parishioners in the parish: 137

Save Changes Discard Changes

Callout 1: In turn, select each item from this dropdown menu to complete the various sections of the annual statistical report.

Callout 2: Be sure to click "Save Changes" after completing each section of the report, before proceeding to the next.

Diocese of Madison Data Hub

Organization: Ashton, Saint Peter Parish | I want to work with: Parish statistics | Logout

Saint Peter Parish, Ashton
Parish Statistics - Staff and Volunteer Counts

I want to: edit Staff and Volunteer counts for the 2013 calendar year

All fields require numeric input.

Number of religious residing in parish:

- Priests: 0
- Sisters: 0
- Brothers: 0
- Others: 0

Number of volunteers in parish:

These are estimates:

- Extraordinary Ministers of Holy Communion: 16
- Pastoral Care: [bar]
- Religious Education: 10
- At Liturgies: 18
- Other: [bar]
- Total volunteers: 44

Number of catechists:

- Religious: [bar]
- Lay: 10
- Total catechists: 10

Parish employees (NOT including priests):

- Working fewer than 30 hours per week - Total: 4
 - Male religious: [bar]
 - Female religious: [bar]
 - Lay Male: 2
 - Lay Female: 2
- Working 30 or more hours per week - Total: 0
 - Male religious: [bar]
 - Female religious: [bar]
 - Lay Male: [bar]
 - Lay Female: [bar]

Parish officials: (You must click "Save" after changing these.)

- Secretary Trustee: Kathi Klaas [magnifying glass] [person icon] [x]
- Treasurer Trustee: Alice Bannier [magnifying glass] [person icon] [x]
- Pastoral Council Chair: Linda Stafford [magnifying glass] [person icon] [x]
- Finance Council Chair: Elizabeth Winters [magnifying glass] [person icon] [x]

Buttons: Save Changes | Discard Changes

60%

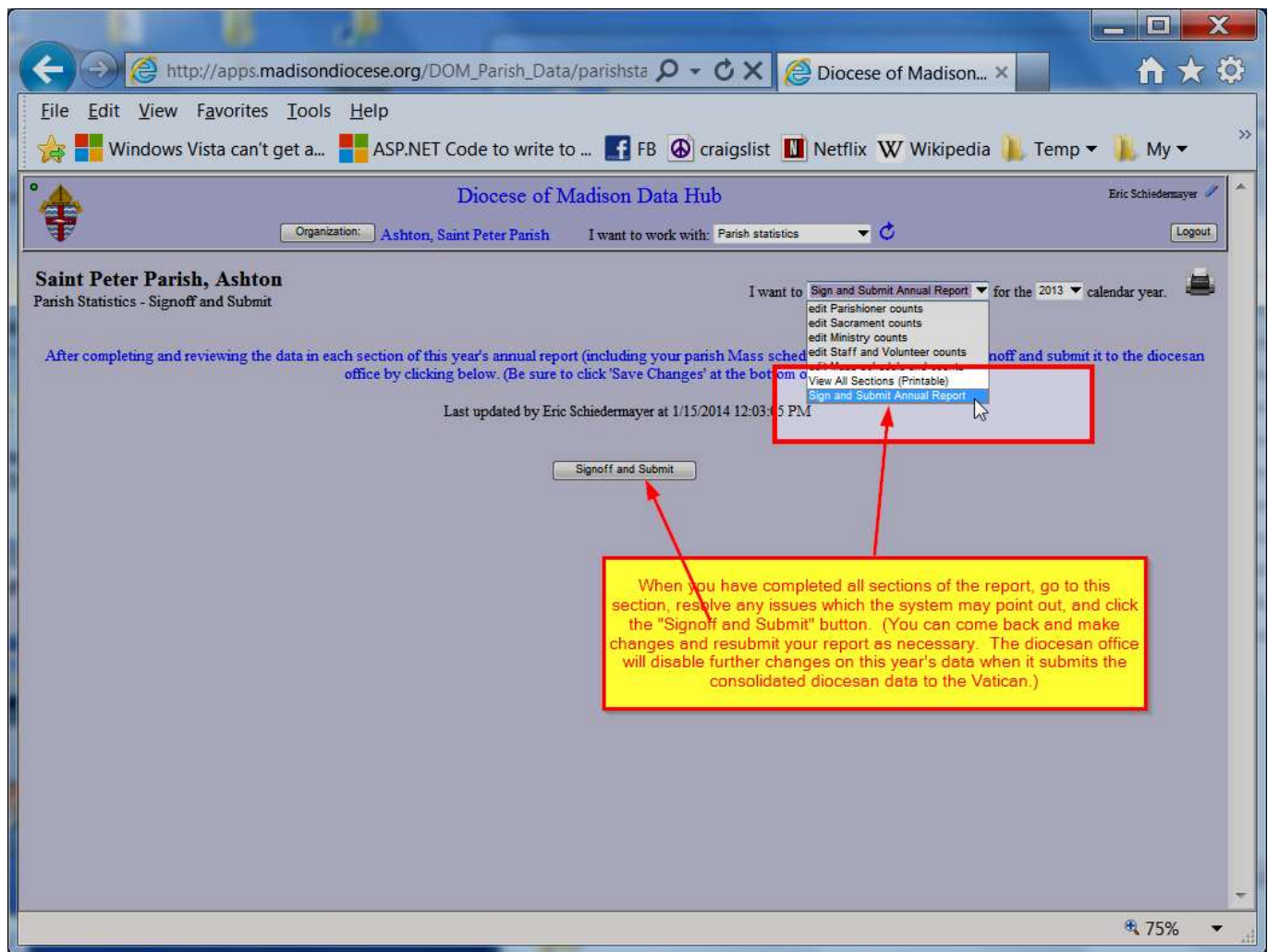
On the "Staff and Volunteers" section of the report, you will identify your two parish trustees and the chairs of your Finance and Pastoral councils (by clicking the button next to each role that looks like a little magnifying glass). Be sure to click "Save Changes" after modifying these. Note that the system will require that all four be identified before the final report is submitted.

Note that October Counts are now handled independently of this report to simplify and clarify their respective processes.

When you have completed all sections of the report, go to the “Sign and Submit Annual Report” page and click the “Signoff and Submit” button.

The Hub will undertake a few checks on your data and require that you resolve certain inconsistencies or provide certain missing data items. When everything checks out, you will receive a success message.

(Note that you can return to this screen and resubmit any changes up until the time when the chancery office finalizes this year’s overall diocesan data, typically several months into the year. After that, changes can’t be made to prior years’ data.)



Thanks for your help in this effort!

For assistance, feel free to contact these diocesan staff:

| | |
|--------------------|--------------|
| Rebecca Fischer | 608-821-3015 |
| Anna Delaney | 608-821-3149 |
| Marie Lins | 608-821-3160 |
| Eric Schiedermayer | 608-821-3168 |