The parish annual faith formation report is consistent way of seeing how evangelization and catechesis take place locally and across the diocese.
The January snapshot of activity benefits the parish by having all faith formation information in one place for planning, ministry-sharing and local accountability.
It also assists the diocesan Office of Lifelong Faith Formation (OLFF) in responding to common questions asked by parish leaders and informs discernment of
where to focus diocesan resources for supporting parish ministries aimed at forming missionary disciples of Christ in the changing situations the Church faces.

REPORT DIRECTIONS

OLFF maintains separate workbooks for each parish in the diocese and pre-populates cells with known information before sharing report access each January.
The parish annual faith formation report gathers data using an Excel workbook consisting of an introduction and six separate spreadsheets for ministry areas:
    1.Parish Info, 2. Sacrament Formation, 3. Faith Instruction, 4.Ongoing Formation, 5. Resources, and 6.Catechetical Leaders.

a) **Please enter information for ALL the parish's catechetical and faith formation efforts in this one workbook**
This workbook is hosted on SharePoint which means:
+ only employees with a diocesan email address can be given permission to access or edit the spreadsheet,
   this includes the current pastor/administrator and employed catechetical leaders in the OLFF contact lists
+ both the parish and the Office of Lifelong Faith Formation can see the changes as soon as the document is saved.
+ the modification date is also recorded automatically.
+ some cells with instructions or headings are "locked" by OLFF so you will be unable to change the format or enter text.
+ after the first year report, the parish should only need to make changes to the prior year's report.

b) **Click on a tab at the bottom of the workbook to open one of the spreadsheets**.

| Introduction | Parish Info | Sacrament Formation | Faith Instruction | Ongoing Formation | Resources | Catechetical Leaders |

Follow the directions at the top of each sheet to enter or update information in that formation area for the current fiscal year.
Please click into the "Parish Info"tab before exiting the workbook as the file opens to whichever spreadsheet was in use the last time the workbook was saved.
The sheets are layed out for 8x14 landscape printing if you choose to printspreadsheets for offline use.

DUE DATE: enter requested info by January 31

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General Parish Information

Directions   Provide the requested information in the colored cells

Parish Info

Parish Name	Pre-filled
City of Mailing Address	Pre-filled
Vicariate	Pre-filled
Current Pastor/Administrator	Pre-filled

Regular Formation Sites (excluding indiviudal homes)

Total # of Formation Sites:	
Locations (town names)	

Accommodations for Access   *Please describe types of accommodations offered, if any, so people with differing needs can fully participate in parish faith formation activities*

Language:	
Physical Access:	
Learning Challenges:	
Other :	

General Comments (Optional)

Sign(s) of Postive Fruit:	
Major Challenge(s):	

Faith Formation Staffing (other than priests) *responsible for all age groups and modes of catechetical activity in the parish*

Total # Paid Leaders:	
Total # Volunteer Leaders:	
Total # Catechists:	

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Sacrament Formation

Immediate sacrament formation prepares individuals and or families for receiving one (or more) sacrament and for living out the sacramental graces received for one's whole life

Fill in the shaded cells below to describe immediate sacramental formation the parish is offering in Fiscal Year 24 (July 1, 2023 through June 30, 2024).

NOTE: numbers of those receiving initiation sacraments (Baptism, Confirmation, 1st Communion; RCIA) and being married will be taken from those submitted each year for the Official Catholic Directory

Immediate Formation for Receiving a Sacrament	*# in Formation (July - Dec 2023)*	*Mode(s) of Providing Formation ('x' all that apply; if one mode is used more often than others put a "P" in that box to indicate primary mode)*					*Primary Resource(s) Used to guide formation for sacrament(s). Please list Title, Publisher, Copyright Year; Online Program, Producer, Web address(if available); etc*
		Classroom	Group gatherings	At-home lessons	Online activities	Other	
Year 1 Confirmation/1ˢᵗ Holy Communion							
Year 2 Confirmation/1st Holy Communion							
Penance and Reconciliation							
Adult Catechumens (unbaptized age 16 or older)							
Child Catechumens (unbaptized age ages 8-15)							
Adult Candidates (Baptized non-Catholics age 16 or older)							
Child Candidates (Baptized non-Catholics age ages 8-15)							
Teen/Adult Confirmation (baptized Catholics ages 13+)							

Immediate Formation for Receiving a Sacrament	*Mode(s) of Providing Formation ('x' all that apply; if one mode is used more often than others put a "P" in that box to indicate primary mode)*					*Primary Resource(s) Used to guide formation for this sacrament (please list Title, Publisher, Copyright Year; Online Program, Producer, Web address)*
	Classroom	Group gatherings	At-home lessons	Online activities	Other	
Infant Baptism						
Marriage						

Comments (Optional):

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Faith Instruction

Faith instruction proclaims the faith of the Church through basic, essential catechesis that responds to initial faith. It roots learners' faith in the ordinary life of the Christian community, presents the Christian mysteries organically and systematically to shape distinctly Catholic knowledge, logic, and imagination, and helps learners internalize and integrate all the components of the Christian life. Terms like "CCD," "religious education," "Sunday school," or "catechism class" relate to this aspect of evanglization and catechesis.

DIRECTIONS

Fill in the cells below to describe efforts planned or implemented for "instruction" to increase knowledge of the Catholic faith for FY24 (July2023-June2024) .

If the parish provides multiple options for an age group, please enter numbers, modes, and schedule details for all the efforts combined.

If the parish does not offer formation for a particular age group type "NA" under # enrolled.

Optional: add comments to describe aspects of an instructional program not captured in the requested cells.

NOTE: Info about resources used for programs will be collected on a separate "Resources" spreadsheet.

NOTE: information about Circle of Grace training will be taken from what is submitted to the Protecting God's Children Office each year .

| | People | | | Mode(s) of Providing Instruction ('x' all that apply) | | | | | Typical Schedule | | | | | | | | | | | | | | |
| | | | | | | | | | Day of Week ('x' all that app | | | | | | | Time ('x' all that apply) | | | Frequency ('x' one) | | |
Age Group	# Enrolled July-Dec 2023	# Lead Teachers	# Assistants	Class-room	Group gatherings	At-home lessons	Online activities	Other	Su	M	T	W	Th	F	Sa	Morning	Afternoon	Evening	Weekly	Monthly	Other
Age 3-5 (preschool-K)																					
Age 6-7 (Grade 1)																					
Age 7-8 (Grade 2)																					
Age 8-9 (Grade 3)																					
Age 9-10 (Grade 4)																					
Age 10 11 (Grade 5)																					
Age 11-14(Grades 6-8)																					
Age 14-18 (Grades 9-12)																					
Ages 19-29 (Young Adult)																					
Ages 30+ (Adults)																					

Comments (Optional):

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Ongoing Formation in the Christian life

Ongoing formation of fully initiated Catholic children, teens, and adults aims to

a) mature the living, explicit, and frutiful faith of believers at each stage and phase of life, and

b) develop the attitudes, practices, and active participation of missionary disciples.

<mark>DIRECTIONS</mark>

Enter an "x" in the cell following each type of ongoing formation opportunty the parish has already or will provide in FY24 (July 1, 2023-June 30, 2024)

If the parish offers a type of ongoing formation not listed, please "x" Other and provide a brief description of the offering(s) in the column to the right

NOTE: Please enter info about resources used for these efforts in the "Resources" spreadsheet

Ongoing Formation Opportunities Offered/Planned for July 2023– June 2024 (check all that apply)

Formation programs connected to the liturgical seasons	
One or two-day intensive workshops	
"Courses" on a topic with a set number of sessions (includes bible study)	
Lecture or one-time event on a specific topic	
Informal small groups with flexible schedules	
Parish-sponsored retreats	
Parish-sponsored service/volunteer programs (outreach)	
Intergenerational learning or faith-sharing experiences	
Prayer or worship exteriences in addition to Mass	
Vacation Bible School	
Summer Intensive Formation	
Other	

Please describe:

Comments (Optional)

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Resources Used to Guide Faith Instruction and Ongoing Formation

A best practice in faith instruction and ongoing formation is to utilize resources that present the Catholic faith accurately, effectively, and comprehensively.

"Published materials" are resources available to multiple people whether in a print or digital format for just the catechists, just for learners, just parents, or a combination.

"People" are individuals or organizations that present on topics or provide formation directly to parishioners through a planned formation offering.

<mark>DIRECTIONS</mark>

Please list the resources used by catechists and learners during planned faith instruction or ongoing formation activities.

Enter the program or group each resource is used in and, if possible, comment on how it guides learning and the year the parish began using the resource in this way

Include locally written or created programs used to guide teaching over time. Do not include session handouts or one-time use materials

   unless these are the only resources used to guide learning in a specific program

Add rows under "Published Materials" as needed

Note: resources used for sacramental formation only need to be entered in the "Sacrament Formation" sheet; do not enter below unless also used for another program

Published Materials (print and digital)

Title	Author (if known)	Publisher/Producer	Copyright Year	Program/Age Group used in	Comments (optional)

People (Speaker, Organization)

Name	Topic	Primary Audience	Website (if available)	Comments (optional)

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Catechetical Leaders

Below is the information the Office of Lifelong Faith Formation (OLFF) has for leaders of evangelization and catechesis currently serving in the parish.

This is the data OLFF uses for communication as well as designing training and ministerial development opportunities.

We assume the pastor/administrator is the primary contact for any ministry area that does not otherwise identify another leader or his/her contact information.

DIRECTIONS

Please review then add any missing information or correct anything that is in error so OLFF has the most current info for communication and outreach.

If an individual has multiple responsibilities, enter full information once then enter "*<First Name_Intial of Last Name* " under first name, for example Jane Doe becomes *Jane D* .

Enter any unique aspects of an indiviudal's position in the "Please Note" column.

If you have multiple people leading a particular ministry, please add rows to include the additional person.

If you are uncertain where a particular person "fits" in the listed responsiblities, include his or her contact info at the bottom of the list then describe position responsibilites in "Please Note" column

Area of Responsibility	First Name	Last Name	Position Title	Email address for ministry work	Phone number for ministry work	Status (E=employee; V=Volunteer)	Hours (F=full time; P=part time)	Please Note (if needed)
Overall Programming (in addition to pastor if applicable)								
Initiation of Adults and Teens (RCIA; Confirmation)								
Initiation of Children (RCIA; Confirmation/1st Communion)								
Infant Baptism								
Marriage Preparation								
Ministry with Adults								
Ministry with Teens								
Ministry with Children								
Pastoral Ministry								
Protecting God's Children (Safe Environment)								

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