PREPARING THE STATUS ANIMARUM

In Servant Keeper:

1. Review Servant Keeper data to be sure the Religion field contains either Catholic or Non-Catholic.
2. Review Servant Keeper data to be sure the Type of Household field contains either Catholic or Mixed.
3. Edit all profiles to moved or deceased appropriately. Run the following five Status Animarum groups in SK and write down the counts. The groups were created in a prior year and need not be recreated each year. If the groups do not exist in SK, use the Statistical Report Instructions (available on website) to create them.
     i. Status Animarum – Households (includes inactive households)
    ii. Status Animarum – Contributors (remember to change the date range to 7/1/2023 – 6/30/2024)
   iii. Status Animarum – Catholics
    iv. Status Animarum – Catholic Households
     v. Status Animarum – Mixed Households

In Parish Helper Online: The following is a list of items to report/verify as of June 30, 2024. For detailed entry instructions please refer to Parish Helper Online User Manual, pages 40-44.

Log in to the Citrix and select Parish Helper Online application. Under Procedures review/update the following:

1. Review the Mass times, Reconciliations and Eucharistic Adoration times for accuracy. Make any necessary changes or corrections.
2. Review Location Information verify/complete the following:
    a. Location Info tab: Review to be sure that everything is correct, i.e. no new buildings have been added, parking lots, buildings sold, etc.
    b. Administrative tab: Review/complete the Parish Staff as follows:
         i. Verify that clergy listings are correct. If incorrect contact Parish Support
        ii. Enter the following required staff and their contact information: (all 3 positions MUST be entered even if it is the same person – **be sure to enter email addresses**)
              a. Secretary
              b. Bookkeeper – Shared Accounting parishes please enter the Parish contact NOT the Shared Accountant
              c. Business Manager
       iii. Enter additional staff. This contact information is used by all offices and agencies of the Archdiocese. Please keep all contact information current throughout the year.
3. Review the following Status Animarum details:
    a. Parish Counts: Enter numbers from the Servant Keeper Statistical Report.
    b. Baptism Register: select Fiscal Year **2024.** Review Baptisms to be sure all baptisms for Fiscal Year **2024** have been entered. Be sure to check the box for "Parishioner Child", if appropriate. Make any corrections or changes.
    c. First Communion Register: select Fiscal Year **2024.** Review First Communions to be sure all First Communions for Fiscal Year **2024** have

been entered. Be sure to check the box for "Parishioner Child", "Home Schooled" or "PSR", as appropriate. Make any corrections or changes.

    d. Confirmation Register: select Fiscal Year **2024.** Review Confirmations to be sure all Confirmations for Fiscal Year **2024** have been entered. Be sure to check the box for "Parishioner Child", "Home Schooled" or "PSR", as appropriate. Make any corrections or changes.

    e. Marriage Register: select Fiscal Year **2024.** Review Marriages to be sure all Marriages for Fiscal Year **2024** have been entered. Be sure to check the box for "Parishioner", if appropriate. Under **"Type"** of Marriage, the entry should be "Catholic" or "Mixed". No other notation is acceptable in this field. If the type is unknown, select "Catholic" and enter the following in the Marriage comments: "Marriage type is unknown. The approved default of "Catholic" was selected. Make any corrections or changes.

    f. Funeral Register: select Fiscal Year **2024.** Review Funerals to be sure all Funerals for Fiscal Year **2024** have been entered. Be sure to check the box for "Received Sacraments", if appropriate. Make any corrections or changes.

4. After all of this information has been completed and you determine that no additional information is necessary, you can submit the Animarum to the Archdiocese by clicking the "Submit Annual Report" button on the Status Animarum. During the submission process, the Sacramental Registers for Baptism, Marriage, Confirmation, and Verification pages will be printed. These registers will have a signature line for the Pastor's signature. The Reminders page should be signed by the Pastor and the Finance Committee. <mark>**The Status Animarum is due by July 31, 2024.**</mark>

5. When all pages of the Baptism, Confirmation and Marriage registers; and the Reminders page have been signed, please mail these forms to:

> **Archdiocese of St. Louis**
> **Parish Support**
> **20 Archbishop May Drive**
> **St. Louis, MO 63119**

If you discover any errors after you have submitted your report, please contact Parish Support to be reset. Shelley Lang 314-792-7072, Michele Fisher 314-792-7829, or Sally Serbus 314-792-7716.