

FamilySuite Resources for the ADW Statistical Report

Our parish census and contribution system, ParishSoft FamilySuite, has a wealth of data for parishes to use in responding accurately and consistently to the ADW Statistical Report Survey. The table of contents below contains instructions to run FamilySuite reports to answer various questions on the survey.

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For assistance with FamilySuite, please contact <u>Support@ParishSoft.com</u> or the Parish and School Financial Operations team: Carrina Bucknor, accountant, <u>BucknorC@adw.org</u> or Adrienne Willich, Executive Director, <u>WillichA@adw.org</u>.

A. How to create a Parish Statistics Report

Questions 12 & 14							
ParishSOFT	Family Suite				HELP -	CONTACT - HOME	- SIGN OUT
Home Family Directory	Religious Ed. Offering	Ministry Scheduler	Tuition	Diocesan Development	IQ	Administration	
Family List Member List Sacr	aments 🔻 📔 Family Workgrou	ups Member Workg	roups R e	eports			

From ParishSOFT **Family Directory**, navigate to **Reports**. From the **Report Type** menu, select **Statistics**. Then, from the Report menu, select **Parish Statistics** to display data:

			St. Mar	ry, Grosse Pointe	
elect Report - Pari	ish Statistics	Parish Statistics			
eport Type	Report	Household Summary			
acrament	Kenedy Statistics	Registered 2359 U	n Registered <u>4930</u>	Not Specified <u>0</u> To	tal <u>7289</u>
tatistics	Parish Statistics	Registered Household Statisti	CS.		
DPR		Households Without Children		Household Member Statistics	
udic Contact Into		Single	<u>964</u>	Children (0 - 17)	
		Catholic Couples	885	Boys	<u>161</u>
		Interfaith Couples	250	Girls	<u>158</u>
				Not Specified	<u>0</u>
		Households With Children		Total Children	319
		Single	<u>59</u>	Total Souls	
		Catholic Couples	<u>124</u>	Male	2811
		Interfaith Couples	<u>77</u>	Female	3266
				Not Specified	<u>12</u>
				Total Souls	6089

To view the Parish statistics report, click the **Click Here to View Report** button.

The report displays in the Report Viewer. See the example below.

		St. Mary		
		123 Main St.		
	Gros	sse Pointe, MI 48224		
awigh Statistical Banant				
ansii Statisticai Report				
Households :		Households without children:		
Registered :	2359	Single :	964	
Un Registered :	4930	Catholic Couples :	885	
Not Specified :	0	Interfaith Couples :	250	
Total Households :	7289	Households with children:		
Members :		Single :	59	
Children (0 - 17):		Siligie .	124	
Boys :	161	laterfaith Courles :	77	
Girls :	158	internatin Couples .		
Not Specified :	0			
Total Children :	319			
Total Souls :				
Male :	2811			
Female :	3266			
Not Specified :	12			
Total Souls:	6089			

Note that the default date is as of the day the report is created. "Un registered" represents unregistered Household.

Printing a Report

- 🥩 prints the entire report
- Sprints the selected page only.

How to save a report (or export)

In the upper right corner of the Report Viewer toolbar, select the format for the report:

PDF 🗸	
PDF	
XLS	
RTF	
MHT	
Text	
CSV	
Image	

- 2. Click
- 3. Select Save File. Then, click.

B. How to create a member list for Widowers and Widows

Question 13:

1. From ParishSOFT Family Directory, navigate to the Member List

Parish SOF [†]	Family	Suite				HELP -	CONTACT	- <u>HOME</u>	- <u>SIGN OUT</u>
Home Family Directory	Religious Ed.	Offering	Ministry Scheduler	Tuition	Diocesan Development	IQ	Administr	ation	
Family List Member List Sa	acraments 🔻 🛛 F	amily Workg	roups Member Worl	kgroups	Reports				

- 2. Click the Filter for Membership Status: <u>Registered</u>, Gender: <u>Male</u>, Marital Status: <u>Widowed</u> (see below).
- 3. Repeat with **Gender**: <u>Female</u>.
- 4. Click Apply

Member List											St. I	Mary,	Grosse	Pointe							
•																	Q, g	lear Sei	arch Re	<u>esults</u>	
A-Z A B	C D	E F	G	н	I	J	K L	М	Ν	0	Ρ	Q	R	S	т	U	۷	W	Х	Y	Z
0-9 0 1	2 3	4	56	7	8	9	Filter	Criteria: I	None	Filter C	Column	: Memb	er Last /	Ascendir	ng					Clea	ar Filter
10 records 🗡 📳	3 💷	😼 🖳	∇	Del	ete Se	elected N	1embers	Forg	et Selec	ted Me	mber								Quic	k Repo	orts 🔻
Member Last	∆ Membe	r First	Fai	nily La	st Na	me	Memb	er DUID	Red	ister	ed F	Family	Group			Men	ıber E	-Mail			Mer
Aaland	Thomas		Filter																		cti
Aasen	Kathy		Please e	nter and	or sel	ect the (criteria fo	searching	g. Only e	ntered	and se	elected	values wi	l be appl	lied to	by the	filter. N	OTE, cle	ar any i	values t	from ctr
Abera	ludvAn		the Sea	irch box,	or cn	ange the	QUICK T	ter aropa	Jowns IT	you ao	not wa	ant the	se additio	onal cons	traints	5.					cti
Abray	Gragon	-	Memb	ership St	atus:	Registe	red		`	*			Member	Envelop	es: ((Any)				~	cti
Abrev	Dechargo		м	ember St	atus:	(Any G	oup)						Md	Full Nan	ne:						
Abney	Barbara			4ember 1	vpe:	(Any)							Family	Last Nan	ne:						ctr
<u>Abney</u>	Alexand	ra	F	irst Langu	iage:	(Any)								Addre	ess:						cti
Abney	Grant			Ethr	icity:	(Any)			`					a	ity:						cti
Abramovicz	<u>Robert</u>			Ge	nder:	Male			`					Sta	te:						cti
			Men	ber Strei	ngth:	(Any)			`				Full P	ostal Co	de:						
			Men	nber Wor	k Grou	ips						H	ome Phor	ne Numb	er:						
			0	Bible St	udy								Mo	bile Phor	ne:						
] Default									W	ork Phor	ne:						
												Me	nber E-M	ail Addre	ISS:						
			▼ Adv	anced	Optic	ons															
				Care	er Tyj	pe: (An	y)			\sim		Show	Send No	Mail" Mei	mbers	: (Any)		~		
				Marita	al Stat	us: Wid	owed			\sim	S	ihow 'D	o Not Pu	blish' Mei	mbers	: (Any)		\sim		
					Religi	on: (An	y)			\sim		Sho	w Memb	ers With	E-Mail	: (Any)		\sim		
					Scho	ool: (An	y)			~				Age F	Range	:					
				Educati	on Lev	/el: (An	y)			\sim				Birth M	Month	: All			~		
				G	ad Ye	ar: (An	y)			\sim											
			We	dding Ani	niversa	iry:				\sim											
				Weddin	g Mon	th:				~											
					_																
			Exac	: Search:						\frown	\										
									(Appl	y 0	lear	Cancel								
					_						/				_		_		_	_	

5. Question 13 total number of records in the list.

•																						Q,	Clear Se	earch Re	<u>sults</u>	
A-Z	А	в	С	D	Е	F	G	н	I	J	к	L	м	N	0	P	Q	R	s	т	U	v	w	х	Y	z
0-9 10 re	0 cords v	1	2	3	4	5 🚱 1	6 72 74	7	8 Dele	9 ete Sel	ected	ilter C Memb	riteria: l ers	Forge	Filter Co	d Mer	n: Memb mber	er Last /	Ascendi	ling				Quid	Clea	r Filter rts ▼
	1ember L	ast	_ r	1emb	er Firs	st	Fan	nily La	st Na	me	Me	embe	r DUID	R	egistere	d	Family	Group	•		Men	nber	E-Mail			Men
	chterberg	,	D	ean		_	Ach	terbe	rg				77197	7 Y	es		Active									Activ
< Page 1	1 of 1 (1	Records	;) <	1																						>
			En nu qu	ter t mbe estic	he te er of on #:	otal reco 13	ords o	n																		3

C. How to create a Kenedy Statistics Report



Setting Up and Viewing Your Organization's Kenedy Statistics

1. Navigate to **Reports** in ParishSOFT **Family Directory**. From the **Report Type** menu, select **Statistics** and then **Kenedy Statistics**

amily Directo	bry Reports		St. Mary, Grosse Pointe	T
Select Report - Ken Report Type Sacrament Statistics Census SDPR Audit Contact Info Us 7/2 Select Filtering Opti	edy Statistics Report Kenedy Statistics Parish Statistics e the date range 1/2020 – 6/30/2021 ions	Kenedy Statistics Receptions Into The Church Infant Baptisms Minor Baptisms Adult Baptisms Not Specified Baptisms Received Into Full Communion First Communions Confirmations Marriages Catholic Interfath	Census Summary Q Registered Parishioner Households 1 Total Deaths 2 Number of Full Time Ministers 2 Brothers 3 5 0 Lay Ministers 1 0 Religious Educations 0 High School Students 11	C You can edit the values in the fields in these fields.
Select Date Range Start Date: 7/1/ End Date: 6/30	2019 m //2020 m	l otal Not Specified Marriages	0 Total K-12 37	Put your cursor in the box and type a value.

- 2. In the Select Filtering Options section, select a date range (7/1/2020-6/30/2021) for the report. To do this:
 - Click the calendar button to open the calendar, as shown below.
 - Select the desired date range in the Start Date and/or End Date fields.

Select Report	Ken	edy S	tatisti	CS .				Ker	ed
Report Type		Re	port					R	ece
Sacrament Statistics		Ker Par	nedy s sh St	Statist	tics 5				
Census	-06	<		Jub	2019			>	30
GDPR.		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Audit Contact In		30	1	2	3	4	5	6	
	- 28	7	8	9	10	11	12	13	
	- 29	24	15	36	17	18	19	20	
	- 30	21	22	23	24	25	26	27	
		28	29	30	31	. 1	2	3	
		-4	5	6	7	8	9	10	
Select Filtering Select Date Ran				Т	oday]			

• To view the Kenedy statistics report, click the **Click Here to View Report** button.

• The report displays in the Report Viewer. See the example below.

	Ch	rist The King Parish 825 Victors Way Ann Arbor, MI 48108	
Kenedy Directory Manager Sta	atistical Rep	ort	
Date Range : 07/01/2019 - 06	/30/2020		
Vital Statistics			
Receptions into the Church :		Census Summary :	
Infant Baptisms (Ages 0 - 6):	68	Registerd Parishioner Households :	6936
Minor Baptisms (Ages 7 - 17):	2	Individual Catholics :	11664
Adult Baptisms (Ages 18+) :	1	Total Deaths :	1
Not Specified Baptisms :	0	Full Time Professional Ministry	
Received Into Full Communion :	0	Full-Time Floressional annisury.	
First Communions :	5	Brothers :	3
Confirmations :	5	Sisters :	2
Marriages -		Lay Ministers :	1
Marinages.		Religious Education Statistics :	
Catholic :	0	Elementary Students (K - 8):	788
Ther failer .	0	High School Students (9 - 12):	6
Not Specified Marriages :	31	Total (Elem/HS) :	794

Printing a Report

- 🥩 prints the entire report
- Sprints the selected page only.

How to save a report (or export)

In the upper right corner of the Report Viewer toolbar, select the format for the report:

PDF 🗸
PDF
XLS
RTF
МНТ
Text
CSV
Image

Click 🗐.

4. Select Save File. Then, click Οκ.

D. How to create an ethnicity report

Question 22:



How to open a saved query in the IQ tab

Navigate to the **IQ tab** and then **Query Builder** menu. You can open any query that you saved or any query saved by other users that they designated "Global".

1. Click My Queries to open the My Queries window.



2. Type "Arch Dio of Washington" in query name and click Apply.

Query Tags:	Query Name:		Owner:	Apply	
~	Arch Dio of Washington			Clear	
Query Name	Query Tags	Date Created	Date Modified	Owner	Global

3. Select the query and then click **Open**.

Query Tags:	V Query Na	ame: Arch Dio of Was	nington Query Own	ner:	Apply	Clear
	Query Name	Query Tags	Date Created	Date Modified	Owner	Global
Active	Arch Dio of Washington DC Statistical Report	Support	10/22/2018	10/22/2018	Admin, Diocesan	

4. Details for the query are displayed on the Intelligent Query page: Enter the parish number

Intelligent Q	Jery										
+ New Query	ave Query	💾 Save	e Query As	🖀 My Queries	E Recent Queries	🔖 Query Tags	Q, Mo	del Properties			
Viewing Query Arc	h Dio of	Washir	ngton DO	C Statistical R	eport					Q Qu	ery Properties
Column Picker				Result Column	ns						
Appeal Types			^	Expressio	n		٦	itle			
▷ Batches				Members E	<u>Ethnicity</u>		Me	mbers Ethnic	<u>ty</u>		
▷ Contributions				Count of	Members Ethnicity		Me	mbers Ethnic	ty Count		
▷ □ Families											
▷ □ Funds											
Fund - Organization	tion Summ	ary		fadd ann at							
▷ □ Members				Ladd new col	umnj						
Ministry Schedul	er			Query Conditi	ions						
Organization				Select records v	where <u>all</u> of the fo	llowing apply				+ {	+}
Pledges				Families is Regi	istered is equal to	Yes					
Religious Educat	ion			and Members	Member Status is r	not equal to decea	ased				
Sacraments				and Organizat	tion Local Org ID is	equal to 33	•	\sim			Ο×
▷ 🔄 SEP			~								
*				[Add new cor	ndition]		Г	/			
								Enter ID nur	the paris nber	h	

5. To make sure that the query results show **unique records only** (no duplicates), select the Unique Records Only checkbox at the top of the Query Results panel.



6. To run the query, click **Execute Query**.

Query Results - 0	Return All results 🗸	Unique Records Only	Execute Query	👌 🚍 Query Results 🔻	1

7. The results of your query are displayed in the Query Results panel. The top right portion of the panel shows the number of records found that match your query criteria.

Return All results 🔽 Unique Records Only 🛛 Execute Query 🚆 Query Results 🔹 🦯
Members Ethnicity Count
0
11
152
1
13
20
13
1369