

# Chancellor and Executive Secretary of the Curia

---

## The Roman Catholic Archdiocese of Washington

Dear Monsignor/Father,

I write today to provide you with updates and will continue to share with you information as needed.

### **October Head Count and Statistical Report Is Due**

Thanks again for those pastors that have submitted both reports. There are still both October Head Count and Statistical Reports that need to be submitted. It is important that each parish submit these reports, which at this point are overdue.

See information on each report below and it would be appreciated if you could have the reports submitted as soon as possible by your staff.

### **October 2022 Mass Headcount – Repeated**

Thank you for the care you have taken to assure the success of the October Headcount in previous years.

Since the statistics collected from the October Headcount will help us to assess whether a parish is growing or diminishing in numbers, please make every effort to see that the headcount is carried out as accurately as possible. This information is useful not only for parish planning, but also for tracking growth and decline in the different geographical areas of the archdiocese.

Additionally, it is a valuable tool for projecting the total population of the archdiocese, for providing information for statistical reports, and for distribution of materials for various initiatives.

January 4, 2022 3:30 pm

The materials for conducting this year's October Mass Attendance Headcount include the attached forms below.



[Parish Procedures.doc](#)



[Particular Mass Summary Sheet and Instructions \(Appendix A\).doc](#)



[Particular Mass Tally Form \(Appendix B\).doc](#)



[Report of Sunday Mass and Vigil Attendance \(Appendix C\).xls](#)

Please note that the headcount does not affect any other quota, e.g., *Catholic Standard* distribution or the Cardinal's Appeal.

I am most grateful for your responsiveness in returning this year's information as soon as possible.

Please contact Victoria Venable at 301-853-4596 or [venablev@adw.org](mailto:venablev@adw.org), if you have any questions.

### **2021-2022 Statistical Report – Repeated**

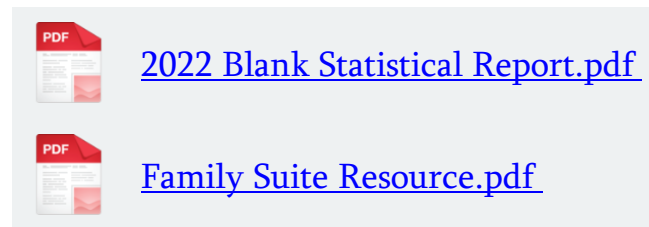
It is that time of year again to complete the 2021-2022 Annual Statistical Report. We have previously received comments from parishes about some difficulty in completing prior Statistical Reports using Survey Monkey. This year, we have transitioned to a new format using Microsoft Forms in the hopes that it is easier to complete.

Please feel free to have a member of your staff complete this form on your behalf. Simply forward this email directly to them so they have the necessary information.

It is helpful to print the report in advance to ensure you have all the necessary information. You must complete the online survey in one attempt, so gathering the necessary information before you begin completing the survey will expedite the process. We

January 4, 2022 3:30 pm

have included a blank survey below for printing. We have also included the Family Suite Resource to help you with locating the necessary information.



Once you have all the necessary information, you will need to complete the survey online by clicking the link [HERE](#). Please only submit one response per parish. After you submit your report you will be able to print a copy or get a PDF for your records.

Please submit your surveys as soon as possible. Should you have any questions, please reach out to Mrs. Tracy Rich at 301-853-4523 or [richt@adw.org](mailto:richt@adw.org).

#### **Remind the Faithful of Information on the Website**

The archdiocesan websites, [adw.org](http://adw.org) and [adw.org/es](http://adw.org/es), are updated regularly with current information for you to share with your community. Please see [adw.org/coronavirus](http://adw.org/coronavirus) for information related to Covid-19. Daily news and information about our parishes, schools, and ministries are also available at [cathstan.org](http://cathstan.org) and [elpreg.org](http://elpreg.org) for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

As always, should you have questions or need assistance from my office, please know that you can email me at [FarrellT@adw.org](mailto:FarrellT@adw.org) or call my office line at 301-853-4507 or my cell at 202-531-4550.

With gratitude for your priestly ministry, I am  
Sincerely in Christ,

**Terence J. Farrell**

*Chancellor and Executive Secretary of the Curia*



**The Roman Catholic  
Archdiocese of Washington**

January 4, 2022 3:30 pm

