



# Chancellor and Executive Secretary of the Curia

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## 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 Procedures and Documents

The materials for conducting this year's October Mass Attendance Headcount are attached below and include the following forms: *Parish Procedures*, *Particular Mass Summary Sheet and Instructions* (Appendix A), *Particular Mass Tally Form* (Appendix B), and *Report of Sunday Mass and Vigil Attendance* (Appendix C). We hope these materials will assist you in obtaining accurate counts.

[2023 Parish Procedures.doc](#)

[2023 Particular Mass Summary Sheet-Appendix A.doc](#)

[2023 Particular Mass Tally Form-Appendix B.doc](#)

[2023 Sunday Mass Vigil Attendance Report-Appendix C.xls](#)

These statistics help 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 material for the Advent and Lenten initiatives.

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

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

I am most grateful for your responsiveness in returning this year's information by November 13, 2023.

Should you have any questions, please email or call Victoria Venable in the Secretariat for Pastoral Ministry and Social Concerns at [venablev@adw.org](mailto:venablev@adw.org). or 301-853-4596.

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

The archdiocesan website, [adw.org](http://adw.org) and [adw.org/es](http://adw.org/es), is updated regularly with current information for you to share with your community. 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*



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