



CATHOLIC DIOCESE OF SAGINAW
REPORT OF SUNDAY MASS ATTENDANCE

OCTOBER 201:

PARISH _____ CITY _____

SPECIFIC CHURCH _____ CITY _____

VICARIATE # _____ Pastor/Pastoral Administrator _____

<i>MASSES</i> <i>(Indicate Time)</i>	<i>Oct.</i> <i>6-7</i>	<i>Oct.</i> <i>13-14</i>	<i>Oct.</i> <i>20-21</i>	<i>Oct.</i> <i>27-28</i>	<i>TOTAL</i>
<i>Saturday</i> _____ <i>p.m.</i>					
<i>Saturday</i> _____ <i>p.m.</i>					
<i>Sunday</i> _____ <i>a.m.</i>					
<i>Sunday</i> _____ <i>a.m.</i>					
<i>Sunday</i> _____ <i>a.m.</i>					
<i>Sunday</i> _____ <i>a.m.</i>					

Total Attendance _____

Average Weekend
Attendance _____
1/4 of total

Signature of Pastor/Pastoral Administrator

NOTE: Please count all people present at each weekend Mass in October, no matter what their age, and indicate if there were any special circumstances which may have caused an unusual **increase** or **decrease** in attendance that weekend.

Please return this form to the Office of Human Resources by November 9, 2018.

OCTOBER COUNT OF MASS ATTENDANCE

Procedures

1. Appoint a team of “counters” to take the count at each Mass at each church on the weekend. The pastor may want to meet with the counters prior to the counting to discuss the logistics, as well as to stress the importance of consistency and accuracy during the counting process.
2. **For parishes that have merged, counters should take separate counts for each church with a weekend liturgy and fill out forms for each church, identifying both the New Parish name and the specific church.**

For instance, parishes A, B, and C have merged into a New Parish (with a parish church, an additional church, and an occasional use church). The New Parish would **submit three forms** – one for the parish church, and the 2nd for the additional church. The church for occasional use may not have a weekend liturgy. If that is the case, please state on the 3rd form the name of the church and indicate “no Masses”.

3. All people in attendance should be counted. This would include all adults, as well as children, regardless of age.
4. Indicate on each form if there were any special circumstances which may have caused an unusual **increase** or **decrease** in attendance that weekend.
5. **PLEASE COUNT ONLY THE FOUR FULL WEEKENDS IN OCTOBER.** Attendance is totaled and divided by four to determine the average attendance for October.
6. **Please keep a copy of your completed form for your parish records** and send the original to the Office of Human Resources.