



DIocese OF OGDENSBURG

Moderator of the Curia

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Spiritual Report 2011 - Instructions

July 29, 2011

Dear Father/Pastoral Delegate:

Again this year we will appreciate your cooperation and the completion of your parish Spiritual Report(s) for 2011. Forms and instructions are on the Pastoral Documentation Site for your use. One Spiritual Report should be prepared for each Parish or Mission (not each Worship Site). Please utilize the Report form to have a draft copy of the Spiritual Report prepared before the upcoming Dean's visit. After the visit, please prepare a final document, keeping a copy for your parish records, and E-mail your report according to the instructions. *All Spiritual Reports should be returned to the Diocese by September 15, 2011.* Parishes without email capacity can mail the form to us marked for the attention of Dianna Shaver.

Instructions for electronic filing of the Parish Spiritual Report Form to the Chancery Office:

1. Go to the web page for the Diocese www.dioogdensburg.org and click on the Pastoral Documentation Site, on the left side of the page.
2. Single-Left-Click on the link for the Parish Spiritual Report Form; you will be prompted to "Open", "Save" or "Cancel" the file. Single-Left-Click on "Save".
3. Save the document to the "My Documents" folder on your computer using the parish name and location as the File Name (example: "St. Mary's Cathedral, Ogdensburg Spiritual Report for 2010-11").
4. Close out of the documentation site.
5. Go to "My Documents" and open the file you just saved.
6. Fill in the appropriate information for your parish. This can be done over several sessions.
7. Save the File.
8. After you and your Dean or Visitor have reviewed the report your signature should be added. In the space where the report asks for "Pastor's Signature," please type your name. This will be accepted as the equivalent of your signature for any report filed electronically.
9. When you are ready to file your report with the diocese, open your E-mail client. Compose a message to dshaver@dioogdensburg.org . Single-Left-Click the "Insert" option from the top-title-menu bar, then Single-Left-Click the "File" option. At the "Look in" location navigate to the "My Documents" folder; Single-Left-Click the folder.
10. Double-Left-Click the "(your parish) (your location) Parish Spiritual Report for 2010-11" file; the Insert File dialogue box should disappear.
11. Finish and send the E-mail message.

Please do your best to provide the most accurate data available, including census information. The data you provide will be used for planning purposes, the Kenedy Directory, and Bishop LaValley's reports to the Holy See. Maintaining full and accurate records benefits us all.

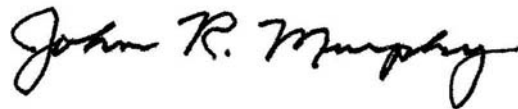
The Spiritual Report includes an attestation that all required background checks have been performed and that all mandated to do so have taken part in safe environment programs. Compliance with these expectations is an important part of our commitment to the maintenance of a safe environment in every parish and institution. Accuracy and thoroughness in your record keeping and reporting is needed by the Church. Our records will again be audited by an outside auditing firm to assure that our work in this regard is complete. Please use this opportunity to review parish records, to be certain that all required background checks have been performed and that those who are mandated have participated in the available training programs.

Bishop LaValley has asked the Deans and Episcopal Visitors to meet with each Pastor, Administrator, and Pastoral Delegate within the next 1½ months to discuss pastoral matters and review the records of the parish. The review will focus on Sacramental Books, your Spiritual Report, and the record of your corporate meetings. Your Dean or Episcopal Visitor will be contacting you to arrange his visit. Deans have been asked to have all reports completed and forwarded by 15 September.

You are familiar with the *Dean's Visit Guidelines*. A copy is available on the Pastoral Documentation Site for your perusal. Your Episcopal Visitor will utilize this with you in his review. *Your Visitor has been asked again this year to review and initial the record book in which the minutes of the meeting(s) of the parish corporation held during the last year are kept. Please have this book ready for his review.*

Bishop LaValley will appreciate your cooperation with him that an accurate completion of your Spiritual Report(s) involves. I also appreciate your collaboration in another work that serves the Church. God's grace and peace to you!

Sincerely yours in Jesus the Lord,

A handwritten signature in black ink that reads "John R. Murphy". The signature is written in a cursive, flowing style.

Reverend Monsignor John R. Murphy
Moderator of the Curia

JRM/ds
Enclosures