

How to fill out the Annual Parish Pastoral Report

The report is provided as a protected form. That means that the person filling it out will only be allowed to keyboard information into specific fields.

1. Moving within the document

- a. To move from one field to the next use the **tab key** to go forward to the next field or **shift +tab key** to go back.
- a. To select a field using the mouse, double click in the field.
- b. For those using MS Word 2003 and above, Document Map under View will allow you to view the outline of the document and jump from one section to another.

2. About the fields

- a. This report includes these fields:
 - i. Drop down menu
 - ii. Text limited (No more than five characters)
 - iii. Text unlimited (Some fields look small, but once selected they expand as you keyboard.)
 - iv. Number limited
 - v. Date required
 - vi. Check box

3. Filling out the sections

The first line in each section requests the name of the person filling out that portion of the report. This allows for quick and easy contact to the right person at the parish should a question arise about the data in that section.

4. Completing the report and returning it to the Chancellor's Office

- a. Save the report after changing the document name to your parish name instead of "Parish Name-City."
- b. Please keep the same format for the name with the year first, the parish name second, and the title of the report last. We will file these documents electronically with the parish records using this standard naming procedure.

- c. E-mail the report to ernien@diocesetucson.org. Please use your parish's name in the subject line.

5. Assistance

- a. Contact the Chancellor's Office at 520-838-2521 or ernien@diocesetucson.org.