

2025 Sacramental Records Instructions

Save the Excel files

Save the emailed files on your computer and make working copies from them. For each Excel file (baptism, confirmation, matrimonial, death and statistics census):

1. Open the unused Excel file contained in the e-mail
2. Perform "Save As": Excel Workbook
3. Save each file with the following naming format for your parish:
City Name-Parish Name-Year-Register Name Example: *Albia-St. Mary-2025-Baptism*

Please keep all of the same type of records in the same file. For example, all of the baptismal records for the year should be in the same baptismal file/workbook and **not** a new file for each page of baptismal records. There will be one electronic file that has multiple worksheets/pages.

Adding additional blank worksheets

Eight sheets have been included for each register. Additional sheets can be made by copying a blank sheet. **Always keep a blank sheet available for copying until all of the records for the year have been entered.**

Data entry

1. If you find that a worksheet is protected, use the password scooby to unlock it.
2. Each page/sheet must have the year, parish name, city and typed name of the pastor. These cells are red-filled. The red highlight will disappear after the information is typed into it.
3. Be sure that data is entered on the sheet intended. Click on the sheet tab at the bottom of the screen to enter data on that sheet beginning on Sheet 1.
4. Comment balloons appear when the mouse pointer is moved into a field marked with a red triangle in the corner. To hide a comment, move the mouse pointer to an area that does not have comment fields. Be careful to enter data where the cursor is positioned.
5. Data in one cell can be copied and pasted into other cells.
6. Two lines of text can be entered in the fields to allow for long names. The text will automatically wrap to a second line within the field. The exception is the Confirmation register. It will hold as many lines as you type...the row height automatically expands to fit the text. **All lines of text must show/be visible in both in the electronic file and on the printed hard copy.**

Saving your work

Be sure to save your work before moving from one sheet to another. It may be useful to use the AutoSave option to save your work at given intervals. AutoSave does not replace the need to save each sheet manually before moving to the next sheet.

Returning completed forms

1. **Due date: January 16, 2026**
2. Email all five electronic files as Excel attachments to Stephanie Schoel: schoel@davenportdiocese.org.
3. Print a copy of each file. The pastor must sign and date the hard copies in the space provided at the bottom of each page. Please **do not** staple any pages.
4. Mail signed copies of the Sacramental **Registers and Statistics Form** to:
Stephanie Schoel, Diocese of Davenport, 780 West Central Park Ave., Davenport, IA 52804-1901

Contact Stephanie Schoel with questions: 563-888-4220. If Stephanie isn't available, you are welcome to contact Barb Butterworth: 563-888-4225. butterworthb@davenportdiocese.org