

Diocese of Crookston

CENSUS MANAGEMENT

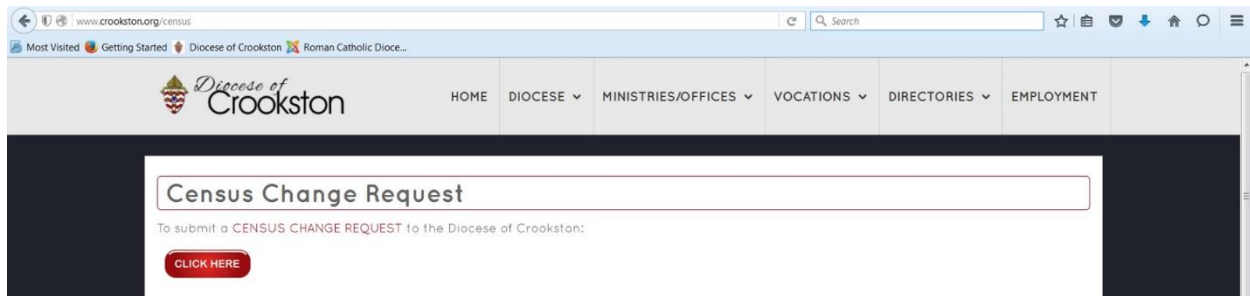
January 2016

All information needed by the Diocese of Crookston for maintaining the census and Bishop Hoeppe's communication with the Christian faithful will be submitted electronically by going here:

www.crookston.org/census

Census Change Request

(add/change/remove household)



When the **CLICK HERE** button is clicked, a Wufoo form opens in a new window for the administrative assistant, volunteer or pastor to fill out.

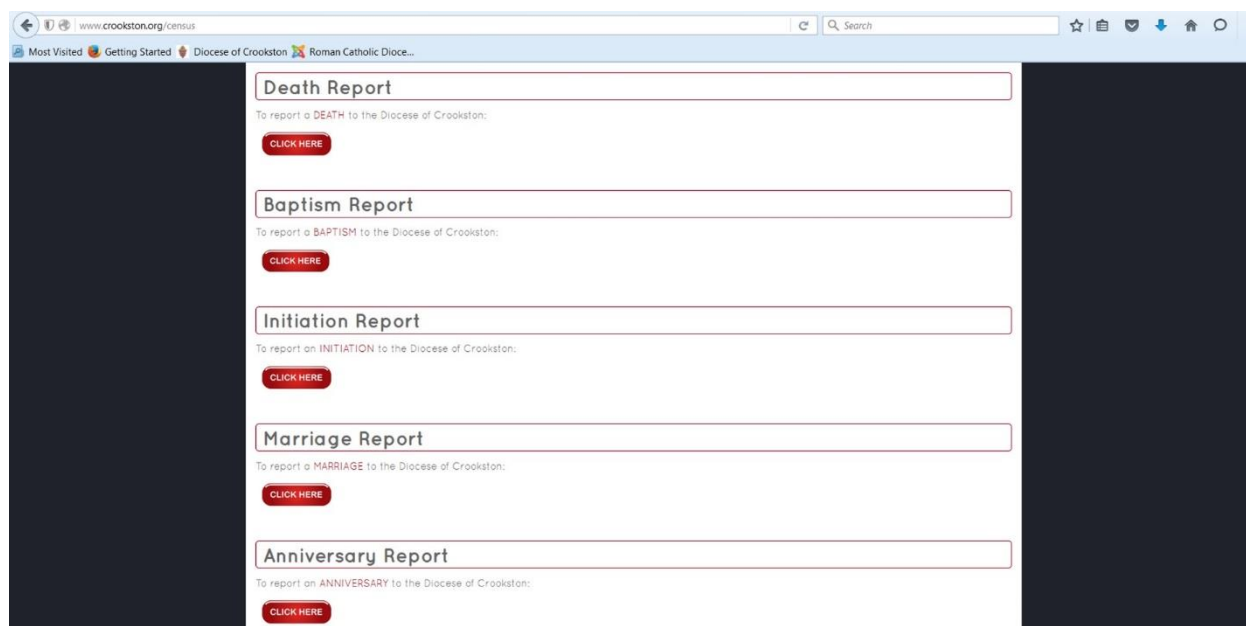
The information is then sent directly to Renee Tate (Census Manager)

This information allows OND to be mailed out and for diocesan offices to communicate as needed with parishioners.

Deaths, Baptisms, Adult Initiations, Marriages, Anniversaries

(Letters from Bishop Hooppner are sent following these events)

www.crookston.org/census has links for reporting each occurrence!

A screenshot of a web browser displaying the 'www.crookston.org/census' page. The browser's address bar shows the URL. Below the browser window, there are five report categories listed vertically: 'Death Report', 'Baptism Report', 'Initiation Report', 'Marriage Report', and 'Anniversary Report'. Each category has a sub-link 'CLICK HERE' in a red button. The page is framed by a dark blue sidebar on the left and a dark blue sidebar on the right.

When the **CLICK HERE** button is clicked for each report, a Wufoo form opens in a new window for the administrative assistant, volunteer or pastor to fill out.

The information is then sent directly to Bonnie Sullivan (Executive Secretary).

This information allows Bishop Hooppner to send letters to the Christian faithful in a timely manner following a significant event.

When a death report is submitted, it removes that person's name and/or household from the OND mailing list and Office of Stewardship mailings.

Notes:
