

MEMO

To: All Pastors, Administrators and Relevant Parish Staff
From: Very Rev. Theodore C. Dudzinski, J.C.L.
Date: 13 March 2019
RE: Upcoming 2019-2020 Due Dates

2019-2020 Due Dates for Parish Forms/Reports

Diocese of Lafayette-in-Indiana

Form/Report

Send to Vicar General's' Office by

Spring Extra Ordinary Ministers of Holy Communion

Submit names of EMHCs – all parishes except college campus affiliated churches that submit names in the fall.

Wed., May 1, 2019

Official Catholic Directory Form

(Sent by OCD in e-form)

TBA

Fall Extra Ordinary Ministers of Holy Communion

Submit names of EMHCs – College campus affiliated churches that do not submit names in the spring.

Mon., September 2, 2019

Mass Census- October Pew Count

Fri., November 8, 2019

Parish Marriage Records

Please return any dispensations granted that did not result in marriage with a note of explanation.

Mon., January 6, 2020

Sacramental Records

(Baptism, First Communion, Confirmation, Marriage, Death)

Mon., January 6, 2020

Thank you for providing the information necessary to complete the work of the Vicar General's Office in a timely manner. Please share these due dates with your staff.

If you need the corresponding form for a particular submission or require assistance, contact Caroline at (765) 269-4602 or email cching@dol-in.org.