

# Parish Religious Education "Good Work" Endowment Grant Reporting Form (Quarterly: October, January, April, and July)

- *Can be used for just salary, just programming, or both*

Parish \_\_\_\_\_ City \_\_\_\_\_

Amount of Total Grant Award \_\_\_\_\_

Amount Received for Reporting Year \_\_\_\_\_

Award Date \_\_\_\_\_ Reporting Date \_\_\_\_\_

## 1. Job Description

In coordination with the Diocesan Human Resources Department, has the job description for the position been adapted to fit the parish needs?

In what ways has the implementation of the job description with specific duties outlined enabled the parish program(s) to flourish?

If the program has not flourished, explain why.

According to the job description, are the duties outlined being fulfilled?

In which responsibilities in the job description does the PCL/program need additional assistance?

In what ways have the duties outlined in the job description affected the program in the parish (positives and negatives)?

In what ways have the funds from the Endowment enabled the parish to have staff to fulfill the mission of the parish evangelization and catechetical formation (be specific)?

How has the grant from the Good Work Endowment affected the staffing of personnel?

How many of the PCL diocesan monthly gatherings has your PCL attended in the past 3 months?

What other training/continuing education has your PCL attended in the past 3 months?

## 2. Program (to be filled the first quarter and third quarter):

- a.) Total number of children enrolled in catechetical formation currently? \_\_\_\_
- b.) Total number of children enrolled in catechetical formation during previous year? \_\_\_\_
- c.) Total number of Youth (High School) enrolled in catechetical formation currently? \_\_\_\_
- d.) Total number of Youth enrolled in catechetical formation during previous year? \_\_\_\_
- e.) Total number of volunteer catechists for both youth and children serving currently? \_\_\_\_\_
- f.) Total number of volunteer catechists for both youth and children serving in previous year? \_\_\_\_\_
- g.) Classes are held on \_\_\_\_\_ (day(s) of the week and time(s))

- h.) List any special events/projects held for children or youth through Religious Education program and the number in attendance at each? \_\_\_\_\_
3. How has this position/project benefitted Catholic Catechetical Formation for children and/or youth at your parish? What has been the impact of the grant award this past quarter? (500 words or fewer)
4. What was the record keeping or data used to show change or evaluate success? (300 words or fewer)
5. What special challenges (if any) did the program face during the past quarter? - e.g. classes cancelled because of weather, catechist resignations, etc. (300 words or fewer)

### Use of Funds

Please refer to budget that was used in your request as proposed budget. Actuals may be in similar categories (to be filled in the 4<sup>th</sup> quarter).

	Proposed:	Actual	Portion paid by grant
Expenses:			
Salary and benefits	\$ _____	_____	_____
Programing Costs	\$ _____	_____	_____
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total \$	\$ _____	_____	_____

### Revenues:

	Proposed	Actual
Parish Contribution:	\$ _____	\$ _____
Grants/ Gifts/Fees		
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	
4. _____	\$ _____	
Good Works Grant:	\$ _____	\$ _____
Total:	\$ _____	\$ _____

Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_