



May 3, 2011

Dear Father, Pastoral Coordinator:

Enclosed please find the Parish Annual Report for the Pastoral Year 2010/2011. Your participation in this vital project is greatly appreciated.

The Parish Annual Report serves as the primary means of recording, preserving, and sharing the growth and development of parishes and faith communities of the Archdiocese of Seattle. It enables the Archbishop and parish leadership to identify trends, both on the local and the Archdiocesan level, to better understand the past, and to plan for the future. Again this year we are providing the digital source files rather than a paper copy of the Parish Annual Report. You can download either the electronic forms version to be filled out on the computer or the paper version to be printed and completed by hand. Remember that the official copy of the report is still the paper format, so you will want to print out a complete signed copy to send back.

We continue to encourage the submission of the financial sections separate from the rest of the report. If you select this option, Section III-D: Supplemental Financial Certification must be submitted with the financial sections. Section VIII: Certification must then be submitted with the remainder of the report. We hope this will be a useful option as you delegate work on the report.

Please note in particular a new section this year; Section IV: Planned Giving. The section is self-explanatory and will be of great use to the Planned Giving Office in their support of parishes and faith communities. We thank you in advance for your attention to this section.

The due date for submitting the completed report is *Friday, August 12, 2011*. If you have any questions or concerns, please contact me or the appropriate person listed in the general instructions.

Having worked on Parish Annual Reports in several parishes over the years, I appreciate the amount of time and effort required of you and your staff to coordinate and complete this document. Thank you for your diligence and assistance in assuring its timely and accurate completion.

Sincerely,

A handwritten signature in black ink that reads "Mary E. Santi". The signature is written in a cursive, flowing style.

Mary E. Santi
Chancellor