

#### MINISTRY INVENTORY FORM 2024-2025

- Complete this *Ministry InventoryForm* using the columns headings listed as a guide, be sure to fill in the bottom portion of page 4.
- **Print** a report from CMGconnect data base. Please use **Reports / Export Builder** on the left, choos *first name, last name, USCCB role, Certification Status date, and Department Please do not use the export button at top of the page.*
- Send documents a-c in one email to wendy.backes@salinadiocese.org before October 1, 2024
  - a. Committment Checklist Form
  - **b.** Ministry Inventory Form
  - c. CMG Connect database printout

#### **SCHOOL EDUCATORS**

<u> </u>	I	I	
USCCB Status (volunteer, employee, educator, See sheet for definitions	Certification Status Date obtain this from the CMG connect data base (please do not notate "in process" or leave blank)	Position at your school (1st grade teacher, PE teacher, school secretary, janitorial.) Ensure department field is completed in CMG Connect data base	Indicate in this column where they are certified if NOT at your site.
	(volunteer, employee, educator, See sheet for	(volunteer, employee, educator, See sheet for definitions (volunteer, employee, obtain this from the CMG connect data base (please do not notate "in process")	USCCB Status (volunteer, employee, educator, See sheet for definitions  Certification Status Date obtain this from the CMG connect data base (please do not notate "in process" or leave blank)  (1st grade teacher, PE teacher, school secretary, janitorial.) Ensure department field is completed in CMG Connect data



# MINISTRY INVENTORY FORM 2024-2025 Page 2

#### **SCHOOL STAFF**

Name, First and Last	USCCB Role (volunteer, employee, educator, See sheet for definitions	Certification Status Date obtain this from the CMG connect data base (please do not notate "in process" or leave blank)	Position at your school (1st grade teacher, PE teacher, school secretary, janitorial.) Ensure department field is completed in CMG Connect data base	Indicate in this column where they are certified if NOT at your site.



### MINISTRY INVENTORY FORM 2024-2025

## Page 3

#### **COACHES**

Name, First and Last	USCCB Role (volunteer, employee, educator, See sheet for definitions	Certification Status Date obtain this from the CMG connect data base (please do not notate "in process" or leave blank)	Position at your school (1st grade teacher, PE teacher, school secretary, janitorial.) Ensure department field is completed in CMG Connect data base	Indicate in this column where they are certified if NOT at your site.



## MINISTRY INVENTORY FORM 2024-2025

## Page 4

#### **OTHERS**

Name, First and Last	USCCB Role (volunteer, employee, educator, See sheet for definitions	Certification Status Date obtain this from the CMG connect data base (please do not notate "in process" or leave blank)	Position at your school (1st grade teacher, PE teacher, school secretary, janitorial.) Ensure department field is completed in CMG Connect data base	Indicate in this column where they are certified if NOT at your site.
Total Number of Vo Total Number of En Total Number of Ed	nployees ucators			
The above total MU	ST match the i	numbers on my C	MGconnect date	a base verification pa
	Signature			 Date

## CMG Connect data base Verification Page

Please count from your CMGC	Connect excel sheet printout
Number of Volunteers	
Number of Employees	
Number of Educators	
The above numbers match the n	numbers on my Ministry Inventory Sheet
Signature	date
CN	1GConnect

