

MINISTRY INVENTORY FORM 2024-2025

PARISH/CITY

- Complete this *Ministry InventoryForm* using the columns headings listed as a guide, be sure to fill in the bottom portion of page 3.
- **Print** a report from CMGconnect data base. Please use **Reports / Export Builder** on the left, choose *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

PARISH STAFF

Name, First and Last	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 parish (secretary, DRE, etc.) 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 2

RELIGIOUS EDUCATION VOLUNTEERS

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 parish (2nd grade catechist, 2nd grade assistant, cyo driver, music ministry etc.) 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

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 parish (2nd grade catechist, 2nd grade assistant, cyo driver, music ministry etc.) Ensure department field is completed in CMG Connect data base	Indicate in this column where they are certified if NOT at your site.
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he above total MU	ST match the	numbers on my C	EMGconnect data	a base verification pa
	Signature			 Date

CMG Connect data base Verification Page

Number of Employees	nnect excel sheet printout
Number of Volunteers	
The above numbers match the nu	umbers on my Ministry Inventory Sheet
	date

