

Statistical Report Instructions – Status Animarum

Instructions are based on Servant Keeper 8 Cloud

Before generating the reports in Servant Keeper

- Review Servant Keeper data to be sure the Religion field on members **Individual profile** contains either Catholic or non-Catholic.
- Review Servant Keeper data to be sure the Type of Household field on the **Family profile** contains either Catholic or Mixed.

If any of these fields are blank enter the necessary data before you proceed.

-Edit all profiles to moved or deceased appropriately.

All Status Animarum groups should be in SK from last year and should be used to determine the parish counts. Run the five reports and record the parish counts in the table below and then in Parish Helper Online.

Status Animarum Servant Keeper Groups	PARISH COUNTS
Status Animarum Households Catholic (Both spouses catholic)	
Status Animarum Household Mixed (One spouse non-catholic)	
Status Animarum Households Total (Save as an excel file for Scatter map, email later)	
Status Animarum Contributors (Change the dates in group to 7/1/25-6/30/26)	
Status Animarum Catholics	

Use the parish counts generated from Servant Keeper to complete the Status Animarum in Parish Helper Online. When you Login to PHOL, a printable Status Animarum Checklist opens that will guide you through the Status Animarum process in PHOL.

If these groups do not exist in your Servant Keeper file, the following pages contain detailed instructions and screenshots to help you create the five Status Animarum groups.

For assistance contact Parish Curia Integration parishcuriaintegration@archstl.org or 314-792-7660.

Creating the Five Servant Keeper Groups for the Status Animarum.

The table below contains the parish counts generated from the instructions below.

Status Animarum Servant Keeper Groups	PARISH COUNTS
Status Animarum Households Catholic (Both spouses catholic)	751
Status Animarum Household Mixed (One spouse non-catholic)	134
Status Animarum Households Total (Save as an excel file for Scatter Map email later)	885
Status Animarum Contributors (Change the dates in group to 7/1/25-6/30/26)	66
Status Animarum Catholics	4109

- ❖ **1. Status Animarum – Households/Scatter Map:** This group is used to determine the number of registered households in the parish and is easily created by making a copy of an existing group used for your parish household and/or mailing group. If this group already exists, please verify that the criteria are correct, and the address and zip code fields are included. **There is no need to recreate the entire group again, but family address and zip code fields must be selected for the group.**
 - Click on the “Groups Keeper” button – this will display your list of available groups.
 - Click on the existing group you want to copy.
 - Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
 - A new group opens.
 - In the “Enter a name for the group” field enter “Status Animarum – Households.”
 - In the “List Search results using” field click on Family
 - In the “Choose Search Field from;” field select “Show Family Fields.”
 - Verify that the search criteria are correct based on the group that was copied. Make sure to select the **family address and family zip code** fields.
 - Click on “Save and Search”
 - The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Household number needed for the Status Animarum report. Enter the number into the table on page one.
- **Save the report as an excel file and email the file to Parish and Curia Integration parishcuriaintegration@archstl.org. This report is used by Pastoral Planning Office to create the parish Scatter Map. If your pastor granted PCI access to your parish Servant Keeper file, PCI generates the Scatter Map report once your Status Animarum is submitted.**

Sample query for Households

Be sure to include all member statuses that represent those families that are currently registered members of your parish. **This should include inactive members.**

Group Name: Status Animarum Households/Scatter
Category: Status

Show Results as: Individuals, Families, Include Disabled Records

Filter Search Fields By: Show Family Fields

Add Criteria: Repeat steps 1-4 as needed to build the group

1. Select a field to search | 2. Select how to search | 3. Enter the item to search for

Field	How to Search	Value	And/Or
Member Status	Equal to	Active Member	OR
Member Status	Equal to	Active-not use envelopes	OR
Member Status	Equal to	Inactive	

Select Fields:
Directory Name
Address
Zip Code
Type of Household
Member Status

Smart Groups | Display Group

Close | Select Fields | Refresh Result | Reverse Tag | Edit Group | Smart Groups

SK Communications | Email Group | Print Group | Merge | Group Reports | Advanced Options | Send Email | SK Communications | View Map | Call | Quick Print | Schedule Appointment

Tagged: 885 | Untagged: 0 | Total: 885

Tag	Directory Name	Address	Zip Code	Type of Household
<input checked="" type="checkbox"/>	Abbott, Mark & Marilyn	3648 Hartford	63116	Catholic
<input checked="" type="checkbox"/>	Abrajano, Todd & Melanie	335 Cherry Hills Meadow Dr	63040-2118	Catholic
<input checked="" type="checkbox"/>	Ackerman, Alyssa	4059 Blaine Ave	63110-4024	Catholic
<input checked="" type="checkbox"/>	Adelman-Adler, Chris	1 Shaw Pl	63110-3724	Mixed
<input checked="" type="checkbox"/>	Adelson, Scott & Heather	1214 Missouri Ave	63104	Catholic
<input checked="" type="checkbox"/>	Agniel, Sean and Susie	3407 Wyoming St	63118-2018	Catholic

COMPARE THE RESULTS TO LAST YEAR’S FIGURES. If there is any question that the figures are not accurate contact Parish Curia Integration parishcuriaintegration@archstl.org or 314-792-7660.

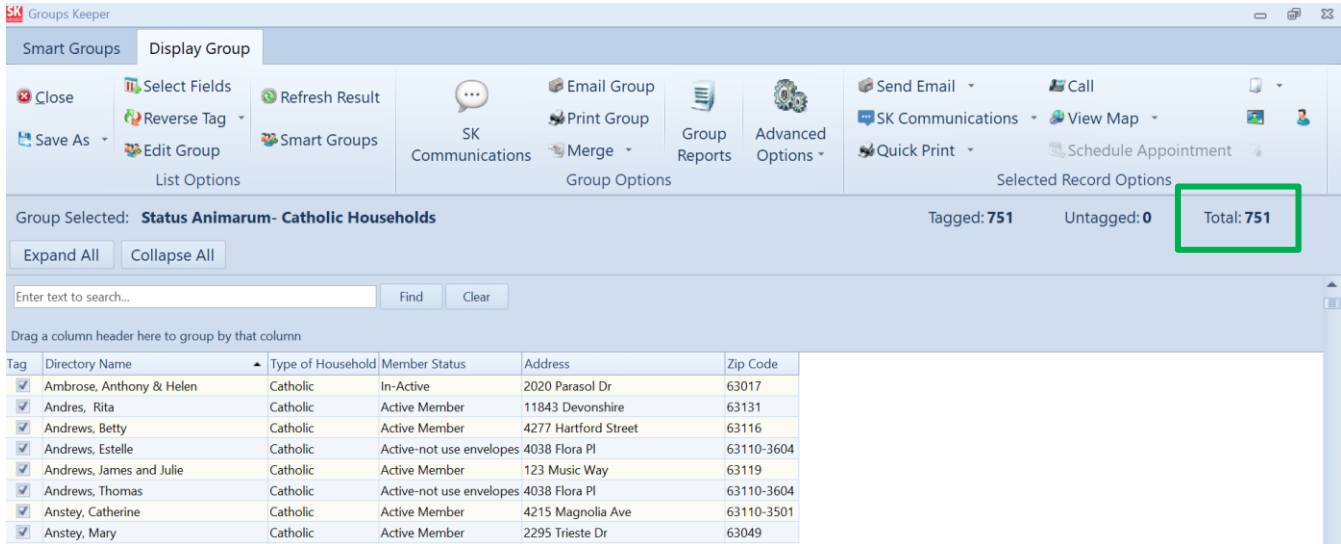
- ❖ **2. Status Animarum – Catholic Households:** This group is used to determine the number of Catholic households in the parish and is easily created by making a copy the Status Animarum – Households group. If this group already exists, please verify that the criteria are correct. There is no need to recreate the entire group again.
 - Click on the “Groups Keeper” button – this will display your list of available groups.
 - Click on the Status Animarum - Households
 - Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
 - A new group opens.
 - In the “Enter a name for the group” field enter “Status Animarum – Type of Households - Catholics.”
 - In the “List Search results using” field click on “Family”
 - In the “Choose Search Field from;” field select “Show Family Fields.”
 - Add the following criteria:
 - Select a field to search – select “Type of Household.”
 - Select how to search the field – “Equal to.”
 - Enter the item to search for – select “Catholic.”
 - Click on “Add Criteria”
 - Click on “Save and Search”
 - The group will open. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Catholic Household number needed in the Status Animarum report. Enter the number into the table on page one.

Sample query for Catholic Households

The screenshot shows the 'Add/Edit Group' window with the following details:

- Group Name:** Status Animarum- Catholic Households
- Category:** Status
- Show Results as:** Families (selected)
- Filter Search Fields By:** Show Family Fields
- Add Criteria:** Repeat steps 1-4 as needed to build the group
- Criteria Table:**

Field	How to Search	Value	And/Or
Member Status	Equal to	Active Member	OR
Member Status	Equal to	Active-not use envelopes	OR
Member Status	Equal to	Inactive) AND
Type of Household	Equal to	Catholic	
- Available Fields:** Directory Name, Type of Household, Member Status, Address



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- ❖ **3. Status Animarum – Mixed Households:** This group is used to determine the number of Mixed Households in the parish and is easily created by making a copy the Status Animarum – Households group. If this group already exists, please verify that the criteria are correct. There is no need to recreate the entire group again
 - Click on the “Groups Keeper” button – this will display your list of available groups.
 - Click on the Status Animarum - Households
 - Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
 - A new group opens.
 - In the “Enter a name for the group” field enter “Status Animarum – Type of Households - Mixed.”
 - In the “List Search results using” field click on “Family”
 - In the “Choose Search Field from;” field select “Show Family Fields.”
 - Verify that the search criteria are correct based on the group that was copied.
 - Add the following criteria:
 - Select a field to search – select “Type of Household.”
 - Select how to search the field – “Equal to.”
 - Enter the item to search for – select “Mixed.”
 - Click on “Add Criteria”
 - Click on “Save and Search”

- The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Mixed Household number needed in the Status Animarum report. Enter the number into the table on page one.

Sample query for Mixed Households

Group Criteria	Sharing	Description
(
Field	How to Search	Value
Member Status	Equal to	Active Member
Member Status	Equal to	Active-not use envelopes
Member Status	Equal to	Inactive
Type of Household	Equal to	Mixed
)		
And/Or		
		OR
		OR
		AND

Tag	Mailing Name	Member Status	Type of Household
<input checked="" type="checkbox"/>	Dr. & Mrs. Barry Hendrickson	Active Member	Mixed
<input checked="" type="checkbox"/>	Dr. & Mrs. Geoffrey Hill	Active Member	Mixed
<input checked="" type="checkbox"/>	Dr. & Mrs. Gina Clemens	In-Active	Mixed
<input checked="" type="checkbox"/>	Dr. K.J Hippensteel & Dr. Rachel Hippensteel	Active Member	Mixed
<input checked="" type="checkbox"/>	Dr. Lisa Dornier & Mr. Christopher Meyer	Active Member	Mixed
<input checked="" type="checkbox"/>	Mr. Rick McKenna & Ms. Norma West	Active Member	Mixed

When you add the total number of Catholic Households and the total number of Mixed Households together it should equal your total households. Example: 751+134+885

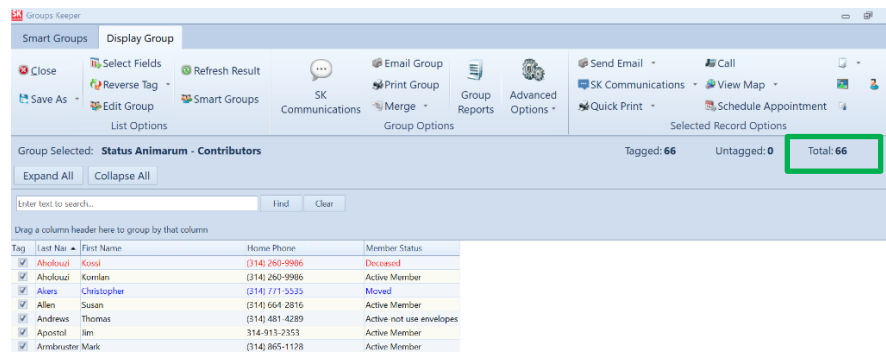
COMPARE THE RESULTS TO LAST YEAR'S FIGURES. If there is any question that the figures are not accurate contact Parish Curia Integration parishcuriaintegration@archstl.org or 314-792-7660.

❖ **4. Status Animarum – Contributors:** This group determines how many contributors gave any amount to support the parish during the last fiscal year. If this group already exists, please verify that the criteria is correct. **Be sure to edit the dates to 7/1/previous year to 6/30/current year. There is no need to recreate the entire group again.**

- Click on the “Groups Keeper” button.
- Click on “Add Group” – a new group window will open.
 - In the “Enter a name for the group” field enter “Status Animarum – Contributors.”
 - In the “List Search results using” field click on **Individual**
 - In the “Choose Search Field from;” field select “Show Contribution Fields.”
 - Enter the following criteria:
 - Select a field to search – select “Contributions.”
 - Select how to search the field – select “Equal to.”
 - Enter the item to search for – select “General Fund “, “Offertory Gift” or the equivalent fund used to record regular offertory gifts.
 - Contribution Date – select “Between” and enter **7/1/previous year – 6/30/current year** for the date range.
 - Total Gift – select “Greater than.”
- Click on “Add Criteria”
- Repeat the above 6 steps if more than one general/offertory fund was used during the search period. Be sure to select OR in the AND/OR column for additional criteria.
- Click on “Save and Search”

Sample query for Contributors

- The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Contributors number needed in the Status Animarum report. Enter the number into the table on page one.



COMPARE THE RESULTS TO LAST YEAR'S FIGURES. If there is any question that the figures are not accurate contact Parish Curia Integration parishcuriaintegration@archstl.org or 314-792-7660.

- ❖ **5. Status Animarum – Catholics:** This group is used to determine the total number of Catholic individuals in the parish. If this group already exists, please verify that the criteria are correct. There is no need to recreate the entire group again.
 - Click on the “Groups Keeper” button.
 - Click on the Status Animarum – Households group.
 - Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
 - A new group opens.
 - In the “Enter a name for the group” field enter “Status Animarum – Catholics.”
 - In the “List Search results using” field click on “Individual”
 - In the “Choose Search Field from;” field select “Show Individual Fields.”
 - Verify that the search criteria are correct based on the group copied.
 - Add the following criteria:
 - Select a field to search – select “Religion.”
 - Select how to search the field – “Equal to.”
 - Enter the item to search for – select “Catholic.”
 - Click on “Add Criteria”
 - Click on “Save and Search”
 - The group will open and be displayed. In the heading near the top of the group list is the number of Total Records. This number is the Total Number of Catholics needed for the Status Animarum report. Enter the number into the table on page one.

Sample query for Catholics

SK Add/Edit Group

Group Name: Status Animarum Catholics
 Category: Status

Show Results as: Individuals (selected), Families, Include Disabled Records

Filter Search Fields By: Show Individual Fields

Add Criteria: Repeat steps 1-4 as needed to build the group

1. Select a field to search 2. Select how to search 3. Enter the item to search for

Add Criteria

Group Criteria	Sharing	Description				
(Field	How to Search	Value)	And/Or	
(Member Status	Equal to	Active Member		OR	
	Member Status	Equal to	Active-not use envelopes		OR	
	Member Status	Equal to	Inactive)	AND	
	Religion	Equal to	Catholic			

Copy Line, Delete Line, Delete All, Move Line, Select Fields, Last Name, First Name, Home Phone, Save, Close

Smart Groups Display Group

Close Save As Select Fields Reverse Tag Edit Group Refresh Result Smart Groups SK Communications Email Group Print Group Merge Group Reports Advanced Options Send Email SK Communications Quick Print Call View Map Schedule Appointment Copy Address View Picture Assign Envelope # Open Profile

Group Selected: **Status Animarum - Catholics** Tagged: 4109 Untagged: 0 **Total: 4109**

Expand All Collapse All

Enter text to search... Find Clear

Drag a column header here to group by that column

Tag	Last Name	First Name	Address	Individual Member Status	Religion
<input checked="" type="checkbox"/>	Abdullah	Brian	PO Box 1243	Active Member	Catholic
<input checked="" type="checkbox"/>	Abegg	Philip	5022 Miami St	Active Member	Catholic
<input checked="" type="checkbox"/>	Abegg	Mimi	5022 Miami St	Active Member	Catholic
<input checked="" type="checkbox"/>	Abeln	Steven	1804 Fox Pointe Dr.	Active Member	Catholic
<input checked="" type="checkbox"/>	Abeln	Amy	1804 Fox Pointe Dr.	Active Member	Catholic
<input checked="" type="checkbox"/>	Abernathy	Eric	12480 Parkwood Ln	Active Member	Catholic
<input checked="" type="checkbox"/>	Abeyta	Richard	1571 Park Ridge Lane	Active Member	Catholic
<input checked="" type="checkbox"/>	Abeyta-Admec	Barbara	1571 Park Ridge Lane	Active Member	Catholic
<input checked="" type="checkbox"/>	Ackerman	Alvssa	4059 Blaine Ave	Inactive	Catholic

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