



Australian Catholic Bishops Conference - National Count of Attendance

To be held 2 May, 9 May, 16 May and 23 May 2021



INSTRUCTIONS FOR PARISHES – COMPLETING ONLINE

Please click this link to complete the National Count online: <http://bit.ly/masscount2021>

1. Before the first weekend of May, make sufficient copies of the Counter's Record Form (at the end of this document) for all Masses and other Sunday Assemblies in all the Parish's Mass Centres for the **FIRST** four weekends of May. 'Other Assembly' means a Liturgy of the Word and/or a Communion Service.
2. Appoint someone to count the attendance at each Mass or other Sunday Assembly, and make sure those people have sufficient copies of the Counter's Record Form.
3. After each weekend, click on the URL link provided by your diocesan representative. Following the instructions, complete the details for each week.
4. **IMPORTANT NOTE: Please use the same computer or device for entering data each week. (This allows you to exit at any time and return the following week to where you left off without having to re-enter data.)**
5. Where you have responsibility for more than one parish, enter the four weeks of data **AFTER** Weekend 4. (This is because you must complete all four weeks before you can select another parish.)
6. There are some examples of completed tables in the online forms – just scroll down on each page to find them.
7. There is enough room for up to 14 Masses on a weekend. However, if you have more, complete all four weekends for the 14 Masses and submit, then go through the process again for the remaining Masses.
8. Please try to ensure that the four weekends are consecutive weekends. Do not skip a week. It is important that the count records the ups and downs of attendance, so don't skip a week just because it is 'unusual' for some reason. However, if for some reason you do miss a week just continue on the following weekend and keep going until you have completed four weeks.
9. During Weekend 3 you will be required to provide information about the sex of Mass attenders. During Weekend 4 you will be required to provide information about the age of your Mass attenders. Please refer to the 'Special Instructions' about age and sex to help you complete these sections.
10. After you have submitted your counts (after Weekend 4), you will have the option to download a pdf of your responses. If your downloaded pdf is not clear, let us know and we can resend it to you.
11. Do not send us the Counter's Record Forms.

Should you have any problems or require assistance, please contact one of the following:

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Or by phone on: (02) 6201 9812