

## SPECIAL INSTRUCTIONS FOR COMPLETING AGE AND SEX

1. Information about the **Sex** of attenders is asked during Weekend 3. Special Counter's Record Forms have been provided for Weekend 3 to help your counters with this task.
2. Information about the **Age** of attenders is asked during Weekend 4. This may seem like a difficult task, but it really is quite easy. One simple way to obtain this information is described here:
  - Arrange your counters around the church ready for this task. Select one person as an announcer.
  - After Communion or just before the end of each Mass, the announcer will ask each age group to stand up (or raise their hand) in turn.
  - Begin with the smallest group (usually age 0 – 17 years) and work your way up to the largest group. There are only five age groups: 0-17 years, 18-29 years, 30-49 years, 50-69 years and 70 years and over.
  - The counters record the number of people in each age group as they are called out. Special Counter's Record Forms have been provided for Weekend 4 to help your counters with this task.

The entire exercise should not take you more than 5-7 minutes, or at the most 10 minutes for very large parishes. If you think you'll find it difficult, perhaps be creative in obtaining the information.

### 3. For Fortnightly and Monthly Masses and Other assemblies:

- If your fortnightly or monthly Mass or Communion Service is held on Weekend 1 or 2 in May, you do not need to collect any age or sex information.
- If your fortnightly or monthly Mass or Communion Service is held on Weekend 3 in May, please collect the sex information of attenders at this service.
- If your fortnightly or monthly Mass or Communion Service is held on Weekend 4 in May, please collect the age information of attenders at this service.

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

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