

NEW or CHANGE OF RESIDENCE/MINISTRY FORM JOLIET DIOCESE
 (To be returned **ONLY** by those who have changed residence/ministry or new)

RESIDENCE INFORMATION

NAME _____

CONGREGATION INITIALS _____

RESIDENCE ADDRESS _____

CITY/ZIP+FOUR _____ COUNTY _____

PHONE NUMBER () _____ BIRTH DATE _____

E-MAIL _____

MINISTRY INFORMATION

INSTITUTION _____

ADDRESS _____

CITY/ZIP+FOUR _____

PHONE NUMBER () _____ FAX NUMBER () _____

U.S. CITIZEN _____ YES _____ NO

MINISTRY TITLE _____

MINISTRY CODE _____

Please enter three letter ministry code (see below)

MINISTRY CODE

Please choose one letter code from each column and enter it on the form for your Ministry Code. Each religious will have a three letter code determined by his/her ministry. If involved in multiple ministries use the code for your primary ministry. Choose from the following columns:

<u>Column 1</u> (For whom you work)	<u>Column 2</u> (Status)	<u>Column 3</u> (Time Involvement)
Church Related:		
D=Diocesan Agency	A=Administrator	F=Full Time
P=Parish (School/Parish Ministry)	P=Professional Staff (Teacher/Nurse/Lawyer, etc.)	P=Part Time (20+ Hours a Week)
E=Education Outside Parish (H.S./College/Pre-School)	S=Staff (Clerical/Maintenance/etc.)	Q=Part Time (Less Than 20 Hrs.)
R=Religious Community (Internal Service/Retired/ Infirmary)	V=Active Retired/Volunteer (Non-Salaried)	N=Not in Active Ministry
H=Health Care Facility (Other Than Motherhouse)	R=Fully Retired	
S=Spiritual Growth Center/ Ministry	F=In Formation	
N=Non-Church Related	O=Other (Student/In Transition Temporary Medical Care/etc.)	

EXAMPLES OF POSSIBLE MINISTRY TITLES AND CODES:

<u>MINISTRY TITLE</u>	<u>MINISTRY CODE</u>
Pastor	PAF (Parish, Administrator, Full Time)
Parochial Vicar	PAF (Parish, Administrator, Full Time)
Pastoral Associate	PAF (Parish, Administrator, Full time)
School or Parish Secretary	PSF (Parish, Staff, Full Time)
Retired	RRN (Religious Community, Fully Retired, Not Active)
Student	RON (Religious Community, Other, Not in Active Ministry)
Nurse	HPF (Health Care Facility, Professional Staff, Full Time)
Receptionist	RVQ (Religious Community, Volunteer, Part Time)
Secretary (Secular Business)	NSF (Non-Church Related, Staff, Full time)
Director of Religious Education	PAF (Parish, Administrator, Full Time)