



Ss. Peter and Paul Catholic Church

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Parish Census March 2016

Why a Parish Census?

We are using a new software called **Connect Now by Parish Soft**. The whole Diocese of Winona has been converting over to this software package since 2014. We are conducting a Parish Census to make sure our parishioner information is current and accurate. We need accurate information so we can function better as a parish.

We are asking every member to use the instructions, on the other side of this page, to log into **My Own Church** and register in the **My Own Church** software. After you register in **My Own Church**, you will receive a password to log back into **My Own Church** to check your family information. You will be able to update any information that is incorrect or missing. You will also be able to check your giving history.

We take your privacy very seriously. You and authorized staff will be the only people who can look at your information.

For parishioners who do not have access to a computer or mobile device, we will have volunteers before and after the weekend Masses, starting in April, to help you check your information from a paper printout.

We will be contacting every parishioner this year to make sure that the information is correct. Anyone who has not either gone online and registered, in **My Own Church**, or updated a paper printout, will be sent their information to update and return. We do appreciate your efforts by going online to update your information because it will save the staff's time and expense.

Thank you and God bless,

Mark Frederick

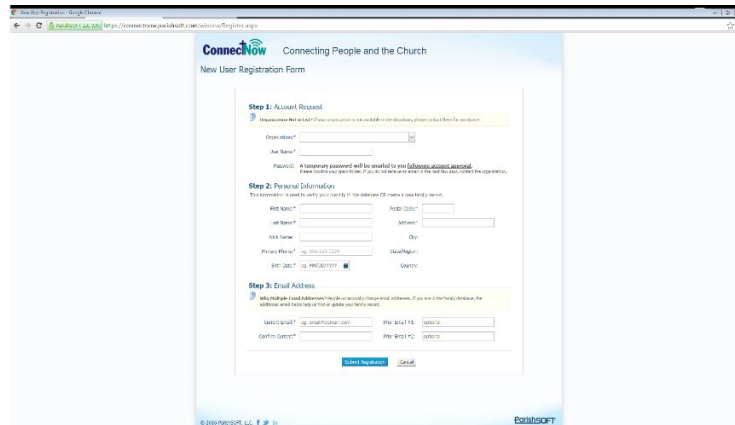
Parish Administrator

Census My Own Church Signup Instructions

Sign into Ss. Peter and Paul website.

sspeterandpaul.com

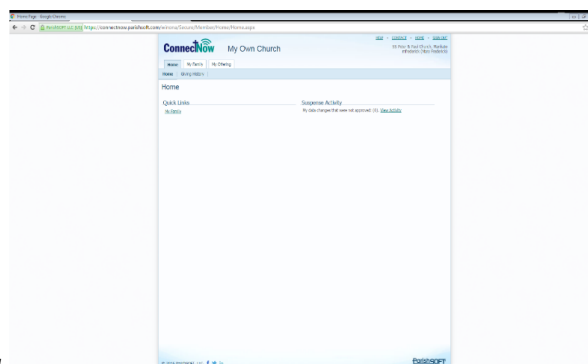
1. Click on **My Own Church** on the Menu Tabs at the top of the Home Page
2. Click on **My Own Church** Button.
3. Click on **New User?**
4. **Important** - For the Organization - type **ss** in the box and click on **SS Peter & Paul, Mankato** from the dropdown window. Fill in the New User Registration Form.



5. Complete information on form
6. Click on **Submit Registration** button at the bottom of page
7. If all of your information matches exactly what is on file, a password will be sent to your email within a few minutes.
8. If your information does not match what we have on file, a password will be sent within a few days.

Once you receive your password, log into **My Own Church**

1. Enter your **User ID** and **Password**.
2. **My Own Church** Home Page will be on your screen.



3. Click on **My Family** and then **Family Detail**
4. Your Family information will appear.
5. **Member Details** Tab has each individual family member listed with their information.
6. If any of the information is not correct, you can click on Edit Details and change the information that needs changing. When you finish editing, click the appropriate button at the bottom of the screen.
7. You can also go into **My Offering** and click on **Giving History** to see your giving history.
8. To get out of **My Own Church** click **SIGN OUT** in the upper right hand corner.