



PARISH IMPORT PROCESS

PARISHIONER CHANGES AND UPDATES

Please fill out all the fields in each column for your parishioners to the best of your ability. There are dropdown menus provided in some of the fields for you to pick what criteria is best. If you have a database at the parish, you can create a query within your database and copy and paste the information into the fields of the change management spreadsheet.

If you would like to request a data registry from us to compare records, please submit a ticket to dataops.support@raldioc.org, and we would be happy to send one to you. We look forward to working with you, and please let us know if you have any additional questions.

HELPFUL TIPS

- ✓ Your parishioner data must be submitted in the change management spreadsheet format to be processed.
- ✓ Please do not include minor children.
- ✓ Utilize the spouse fields to put spouse information on the same line as the head of household.
- ✓ If a field is not applicable, please leave it blank.
- ✓ Please only send parishioner changes, deceased, and new additions; we do not need the entire registry.

SPREADSHEET FIELDS

- Column A** **Primary Const. Code** = *Parish number only (no parish name necessary – see table below).*
- Column B** **Primary Const. Date** = *Please leave blank.*
- Column C** **Constituent ID** = *Parishioner’s unique identifying number given to you by the diocese. This is not an envelope number, nor a number preceded with an asterisk. If you do not have CID; please leave field blank.*
- Column D** **Title** = *Parishioner’s title such as Mr., Mrs., Ms., Sra., Sr., Dr., etc.*
- Column E** **Last Name** = *Parishioner’s last name.*
- Column F** **First Name** = *Parishioner’s first name.*
- Column G** **Middle Name** = *Parishioner’s middle name or initial. If you do not have a middle name or initial, please leave field blank.*
- Column H** **Suffix** = *Parishioner’s suffix such as Jr., II, etc. If you do not have a suffix, leave field blank.*
- Column I** **Nickname** = *Parishioner’s nickname. If you do not have a nickname, please leave field blank.*
- Column J** **Gender** = *Select the parishioner’s appropriate gender from the dropdown list.*
- Column K** **Birthdate** = *Parishioner’s birthday in MM/DD/YYYY format.*
- Column L** **Marital Status** = *Select the parishioner’s appropriate marital status from the dropdown list.*



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Column M	Address1 = Parishioner's first line address such as 123 Example St. Apt A.
Column N	Address2 = Please leave field blank unless it is a military base, hospital, university dorm, etc. Examples: Camp Lejeune, Duke Raleigh Hospital, UNC Chapel Hill Carmichael Hall.
Column O	City = Parishioner's city.
Column P	State = Parishioner's state.
Column Q	ZipCode = Parishioner's zip code (five or nine digits are acceptable).
Column R	HomePhone = Parishioner's home number formatted (111) 111-1111 or 111-111-1111.
Column S	Cell Phone = Parishioner's cell number formatted (111) 111-1111 or 111-111-1111.
Column T	Email = Parishioner's full email address, example: person.01@gmail.com.
Column U	Email 2 = Parishioner's or spouse's additional email address, example: person.01@gmail.com.
Column V	Preferred Language = Choose parishioner's preferred language from the dropdown list.
Column W	SpouseTitle = Spouse's title such as Mr., Mrs., Ms., Sra., Sr., Dr., etc.
Column X	SpouseLastName = Spouse's last name.
Column Y	SpouseFirstName = Spouse's first name.
Column Z	Sp. Middle Name = Spouse's middle name or initial. If you do not have a middle name or initial, please leave field blank.
Column AA	Sp. Suffix = Spouse's suffix such as Jr., II, etc. If you do not have a suffix, leave field blank.
Column AB	Sp. Nickname = Spouse's nickname. If you do not have a nickname, please leave field blank.
Column AC	Sp. Gender = Select the spouse's appropriate gender from the dropdown list.
Column AD	Sp. Birthdate = Spouse's birthday in MM/DD/YYYY format.
Column AE	Inactive = Select yes from the dropdown list if parishioner is inactive at the parish.
Column AF	Deceased = Select yes from the dropdown list if parishioner is deceased.
Column AG	Deceased Date = If parishioner is deceased, document deceased date in this field with MM/DD/YYYY format.
Column AH	Sp. Deceased? = Select yes from the dropdown list if spouse is deceased.
Column AI	Sp. Deceased Date = If spouse is deceased, document deceased date in this field with MM/DD/YYYY format.
Column AJ	NC Catholic Magazine = If the parishioner would like NC Catholic magazine, please select yes from the dropdown list.



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Column AK Changes = *Please select what type of changes are being made for each parishioner (row) from the dropdown list. If they are new to the parish, select new parishioner. If the parishioner or spouse is deceased, select deceased. For all other parishioner changes, select current parishioner changes.*

PARISHES

101: Saint Charles Borromeo Parish, Ahoskie
102: All Souls Mission, Columbia
103: Saint Anne Parish, Edenton
104: Holy Family Parish, Elizabeth City
106: Saint Katharine Drexel Mission, Maple
107: Holy Redeemer by the Sea Parish, Kitty Hawk
108: Our Lady of the Seas Parish, Buxton
109: Saint Joan of Arc Parish, Plymouth
110: Saint Anne Mission, Scotland Neck
111: Holy Spirit Parish, Windsor
114: Holy Trinity Parish, Williamston
201: Saint Joseph Mission, Burgaw
202: Immaculate Conception Parish, Wilmington
203: Saint Stanislaus Parish, Castle Hayne
204: Christ the King Mission, Riegelwood
205: Sacred Heart Parish, Southport
207: Sacred Heart Parish, Whiteville
208: Basilica Shrine of Saint Mary Parish, Wilmington
209: Saint Mark Parish, Wilmington
210: Saint Therese Parish, Wrightsville Beach
211: Our Lady of the Snows Mission, Elizabethtown
212: Saint Brendan the Navigator Parish, Shallotte
213: Newman Center Campus Ministry UNCW, Wilmington
216: All Saints Parish, Hampstead
303: Saint Andrew Kim Parish, Fayetteville

304: Saint Ann Parish, Fayetteville
305: Saint Patrick Parish, Fayetteville
306: Saint Mary Parish, Laurinburg
307: Saint Francis de Sales Parish, Lumberton
310: Sacred Heart Parish, Pinehurst
311: Saint Elizabeth of Hungary Parish, Raeford
312: Saint Stephen the First Martyr Parish, Sanford
313: Saint Anthony of Padua Parish, Southern Pines
314: Saint Andrew Parish, Red Springs
315: Saint Elizabeth Ann Seton Parish, Fayetteville
316: Good Shepherd Parish, Hope Mills
317: Saint Isidore Mission, Fayetteville
319: San Juan Diego Mission, Robbins
402: Annunciation Parish, Havelock
403: Infant of Prague Parish, Jacksonville
408: Saint Egbert Parish, Morehead City
409: Saint Paul Parish, New Bern
410: Saint Mildred Parish, Swansboro
412: Mother of Mercy Parish, Washington
413: Saint Peter the Fisherman Mission, Oriental
501: Blessed Sacrament Parish, Burlington
502: Saint Thomas More Parish, Chapel Hill
503: Newman Catholic Student Center Parish, Chapel Hill
504: Holy Cross Parish, Durham
505: Holy Infant Parish, Durham



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506: Immaculate Conception Parish, Durham
507: Saint James Parish, Henderson
508: Catholic Campus Ministry Elon University, Elon
509: Saints Mary and Edward Parish, Roxboro
510: Saint Julia Parish, Siler City
511: Saint Joseph the Worker Catholic Church, Warrenton
512: Duke Catholic Center, Durham
513: Saint Bernadette Parish, Butner
514: Holy Family Parish, Hillsborough
517: Saint Matthew Parish, Durham
601: Holy Name of Jesus Cathedral, Raleigh
602: Our Lady of Lourdes Parish, Raleigh
603: Saint Joseph Parish, Raleigh
604: Saint Raphael the Archangel Parish, Raleigh
605: Saint Michael the Archangel Parish, Cary
606: Saint Mary, Mother of the Church Parish, Garner
607: Saint Catherine of Siena Parish, Wake Forest
608: Saint Eugene Parish, Wendell
609: Doggett Center at NCSU, Raleigh
610: Saint Francis of Assisi Parish, Raleigh
611: Saint Andrew the Apostle Parish, Apex
612: Saint Luke the Evangelist Parish, Raleigh
613: Saint Bernadette Parish, Fuquay-Varina
614: Saint Ha-Sang Paul Jung Parish, New Hill
615: Saint Mary Magdalene Parish, Apex

616: Our Lady of the Rosary Parish, Louisburg
618: Our Lady of La Vang Parish, Raleigh
619: Saint Teresa of Calcutta Mission, Cary
620: Igbo Catholic Community
702: Saint Elizabeth of Hungary Parish, Farmville
705: Saint Gabriel Parish, Greenville
706: Saint Peter Parish, Greenville
707: Saint John the Baptist Parish, Roanoke Rapids
708: Immaculate Conception Mission, Rocky Mount
709: Our Lady of Perpetual Help Parish, Rocky Mount
711: Saint Catherine of Siena Parish, Tarboro
713: Saint Therese Parish, Wilson
714: Catholic Student Newman Center at ECU, Greenville
801: Immaculate Conception Parish, Clinton
802: Sacred Heart Parish, Dunn
803: Saint Ann Parish, Clayton
804: Saint Mary Parish, Goldsboro
805: Holy Spirit Parish, Kinston
806: Transfiguration Parish, Wallace
809: Our Lady of Guadalupe Parish, Newton Grove
810: Saint Mary of the Angels Parish, Mount Olive
815: Maria, Reina de las Americas Parish, Mount Olive
816: Saint Teresa Del Nino Mission, Beulaville
818: San Juan Mission, Ingold
821: Santa Clara Mission, Magnolia