

Section 1 Parish Directory

1. The Parish Directory software lists parishioners by “household” It requires adults be listed with one as the “Primary” and others as “Secondary”. (the Secondary is italicized in the example). Please enter how you would like the adult members of your household listed. You have the option to list members of the household separately in the directory (see Section 3).
2. For Households with two last names, please note that the software lists them so they appear twice, once under each last name. For example, the family would be listed under “Doe, John/Smith, Mary”, and also “Smith, Mary/Doe, John”.

Sample Directory Listing

PARISH MEMBER, Primary Name and <i>Secondary Name</i> 510-xxx-xxxx Children: Child's Name, Child's Name 111 Any Street Fremont, CA 94536 myemail@email.com
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If you do not wish to include children's names or email, please omit the information on the form.

Primary Name _____ Secondary Name _____
Children _____
Address _____
City and Zip+4 _____
Email _____
Phone Number/Primary _____

Section 2 Optional - Emergency Contact Information

Last Name _____ First _____
Relationship _____
Address _____
City and Zip _____
Email _____
Home Phone _____ Work Phone _____ Cell Phone _____

Section 3 Household Information

Please provide as complete information as you can. If an item does not apply, leave it blank. For example if your child has not yet been baptized, leave their baptism date field blank. If you cannot remember a baptism/confirmation date, please give us as much information as you have, such as the month or year.

	Primary	Secondary	Household Member 1	Household Member 2
Last Name				
First Name				
Middle Name				
Preferred or Nickname				
Suffix/Title (Jr, Sr, Dr.)				
Cell #				
Work #				
Email				
Date of birth				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
How you came to be a member of St. James If <u>Other</u> enter comment below	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other
Date joined St. James				
Baptism Date				
When baptized, individual was	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years
Confirmation Date				
When confirmed, individual was	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
Marriage Date				
Occupation/Profession				
Child's school grade				
Directory Listing	<input type="checkbox"/> List Separately	<input type="checkbox"/> List Separately	<input type="checkbox"/> List Separately	<input type="checkbox"/> List Separately

	Household Member 3	Household Member 4	Household Member 5	Household Member 6
Last Name				
First Name				
Middle Name				
Preferred or Nickname				
Suffix/Title (Jr, Sr, Dr.)				
Cell #				
Work #				
Email				
Date of birth				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
How you came to be a member of St. James If <u>Other</u> enter comment below	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmed/Received <input type="checkbox"/> Letter of transfer – from other Episcopal Church <input type="checkbox"/> Invited by Friend <input type="checkbox"/> Other
Date joined St. James				
Baptism Date				
When baptized, individual was	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years
Confirmation Date				
When confirmed, individual was	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years	<input type="checkbox"/> Under 16 years <input type="checkbox"/> Over 16 years
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Partnered <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
Marriage Date				
Occupation/Profession				
Child's school grade				
Directory Listing	<input type="checkbox"/> List Separately	<input type="checkbox"/> List Separately	<input type="checkbox"/> List Separately	<input type="checkbox"/> List Separately

Notes
