



Memo

Date: November 9, 2020

To: Pastors, principals and business managers

From: Deacon Dennis Dorner Sr., Chancellor/Director of Permanent Diaconate

Re: The Official Catholic Directory – 2021 updating

Online updating for The Official Catholic Directory 2021 edition has begun. This year's updates are due by Friday, **November 13**.

You should have received a notification email from NPR Direct with instructions on submitting updates using the Catholic Directory's online portal. Please see the [attachment](#) for additional information from The Official Catholic Directory. **If you did not receive the login email, please contact The Official Catholic Directory at ocdedits@nrpdirect.com.**

Some general notes on submissions:

- Even if there are no changes, every listed entity needs to submit their information for 2021.
- All parishes and missions should enter most recent sacramental data.
- Sub-organizations:
 - No entity should delete a sub-organization and then re-add it. Deleting a sub-organization should only happen if it is to be removed from the directory.
 - Parishes should not add groups, activities or cemeteries, as sub-organizations. We do not list youth activities, adult religious education, meetings or groups in the directory.
- For the parishes that have been incorporated, the following positions will be listed and should be completed as outlined below:
 - Pastor also named as President,
 - Deacon Dorner as Secretary, and
 - Pastor/other named person as Treasurer

- On the USCCB Certification tab, most entities will select the top option indicating no change. Parishes that relocated should check the box about a change in primary address.
- Submission protocol: After you input all your changes and have saved them, you need to Submit the data. You will need to hit Submit twice ([see attached](#)).

If you have questions on parish legal incorporation information, please contact Ian Trutt at ITrutt@archatl.com.

If you have technical questions on accessing or updating the online portal, please contact The Official Catholic Directory at ocdedits@nrpdirect.com.

If you have any additional questions, please contact Jenny Miles at jmiles@archatl.com.

Thank you.