



# Memo

**Date:** October 7, 2024

**To:** Pastors, administrators and business managers

**From:** Deacon Dennis Dorner Sr., chancellor/director of permanent diaconate

**Re:** The Official Catholic Directory—2025 updating

---

Online updating for The Official Catholic Directory 2024 edition has begun. This year's updates are due by **November 8, 2024**.

You should have received a notification email from NPR Direct with instructions on submitting updates using the Catholic Directory's online portal. Please see below a copy of that email, including information on new training sessions. **If you have questions about the email, please contact The Official Catholic Directory at [ocdedits@nrpdirect.com](mailto:ocdedits@nrpdirect.com).**

Some general notes on submissions:

- Even if there are no changes, every listed entity needs to submit their information for 2025.
- All parishes and missions should enter most recent sacramental data.
- For parishes, the following corporate positions will be listed and should be completed as outlined below:
  - Pastor also named as President,
  - Deacon Dorner as Secretary, and
  - Pastor or other named person as Treasurer
- On the USCCB Certification tab, most entities will select the top option indicating no change. Entities 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, after reviewing the information on a second page.
- Note on Sub-organizations:

- 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.
- Deleting or adding a sub-organization requires submitting a form to the archdiocese and USCCB for official approval.

If you have questions on parish legal incorporation information, please contact Ian Trutt at [ITrutt@archatl.com](mailto: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](mailto:ocdedits@nrpdirect.com).

If you have any additional questions, please contact Kath Owens at [kowens@archatl.com](mailto:kowens@archatl.com) or Jenny Miles at [jmiles@archatl.com](mailto:jmiles@archatl.com).

Thank you.

## 10/2/24 EMAIL FROM THE OFFICIAL CATHOLIC DIRECTORY:

Online Updating for *The Official Catholic Directory, 2025 Edition* has begun. You are listed as the OCD Contact Person to review/update one or more entities in the directory. We kindly ask that you carefully review, update, and submit your listing for inclusion in the 2025 Edition.

The Deadline to complete your updates and submit your information is **November 8, 2024**.

- **If you are not a 'registered user', please register.** While this email is listed as the OCD Contact for at least one entity in the online update system, the email may not be registered. If this is the case, go to [ocdedits.com/login](https://ocdedits.com/login), click the 'Register' button and follow the registration process.
- **If you are already a 'registered user' under this email address, simply go to [ocdedits.com/login](https://ocdedits.com/login) and enter this email and your password.**
- **Can't remember if you registered this email?** Simply go to the Register button and attempt to register. If you already have an account with this email address, the system will tell you. You can then use the password reset as below.
- **Can't remember your password?** Use the 'Reset Password' button on the login page. Please be sure to check your spam/junk/promotion folders in case the reset password email gets re-routed to one of those folders. It is also a good idea to add our @nrpdirect.com domain to your 'safe senders' list in your email application prior to resetting your password.
- **Why is it important to review and update?** *The Official Catholic Directory* is the best way for donors and granting bodies to verify your entity's inclusion in the IRS/USCCB's Group Ruling Exemption. Failure to keep your listing current could impede your ability to prove your tax-exempt status. The directory is also a widely used reference source within the Church.
- **Submit your listing:** After you make any necessary changes, provide all the required information, and submit the record, your listing is complete. To submit your listing, do the following: **1)** click the grey 'Submit/Print Data' button in the left frame (below the Save button); **2)** scroll down to double-check your listing for accuracy and errors; **3)** once you are happy with the listing, click the blue 'Submit Data' button at the top of the screen. You will then see the green Thank

You/confirmation screen and the chancery office will be alerted that the record is ready for review.

- **NEW! Online Updating Webinars!** To help new users or reacquaint existing users with the system, we'll be conducting five (5) brief Webinars (approx. 30-45 mins) throughout the update cycle. The URL to sign up for the webinar is: [https://us02web.zoom.us/webinar/register/WN\\_5L3R7QXTRoip7jk\\_xUyjA](https://us02web.zoom.us/webinar/register/WN_5L3R7QXTRoip7jk_xUyjA)
- **Additional Help - Video Tutorials and User Guides:** If you're unable to attend one of the webinars, we encourage you to visit the brief Video Tutorials posted under the 'Help' menu at top of the screen to familiarize or reacquaint yourself with how to navigate and utilize the system. There are also User Guides for additional help. Note: The system might look slightly different in the videos, but the functionality is the same.
- **Online updating is FREE.**
- **You may also pre-order** print and/or digital versions of *The Official Catholic Directory*, 2025 Edition by visiting: <https://buy-ocd.com/collections/2025-edition-available-summer-2025> The 2025 Edition will include recent formatting enhancements like larger font, bold entity names, and better spacing for improved readability.

Please Note: The OCD Online Update System is a browser-based application that is optimized for use with Google Chrome. Wherever possible, please use a Google Chrome browser when using the system.

Thank you.  
OCD Editorial Team