

DIOCESE OF DES MOINES

WEEKEND MASS COUNT DATA ENTRY GUIDELINES

1. **Year-Round Mass Count:** Beginning the weekend of **October 3-4, 2026**, the Diocese of Des Moines is asking every parish community to begin doing Mass counts at **every Weekend/Holy Day Mass year-round**.
2. **Online Mass Count Form:** To assist in this effort, we have created a special online form to enter the data.
 - The form will be located on the Diocesan Website under the “*Worship*” tab located on the main page.
 - For parishes within a cluster group, **each physical church location** will need to enter its own information.
3. **Hard-Copy Mass Count Forms:** We still encourage the use of a hard-copy Mass count form for the immediate recording of Mass attendance which can be used by the parish ushers/volunteers who are counting attendance. Copies of these forms will be provided by the Diocese Worship Office or found online on the Diocesan Website..
4. **When to Count:**
 - Weekend Masses: Only record Mass attendance for Saturday evenings (Vigil/Anticipation) and Sundays.
 - Holy Days: Holy Days may be recorded as well using the blank hard-copy forms and the online forms, as indicated.
 - Do not need to record weekday Masses or Saturday morning Masses.
5. **Who to Count:** Every man, woman, and child in attendance may be counted.
6. **How to Count:**
 - It is suggested that assigned ushers or volunteers do the counting at each Mass. This should be done discreetly shortly after Mass has begun – once everyone has arrived (and before they leave after Holy Communion!).
 - Ushers/volunteers may wish to use a simple hand-held attendance counter “clicker” device. These can be purchased online (Amazon.com) for a small price.
 - Ushers/volunteers may then use the hard-copy forms to write down the attendance numbers.
 - The Pastor should designate someone to regularly do the Online Data entry using the information from the hard-copy forms.

September 18, 2026

7. **Church Seating Capacity:** The Diocese needs to update numbers for the estimated seating of each church building. This information can be sent to the Vicar General's office.

Please use the following guidelines to determine seating capacity:

- **Capacity:** Normal capacity within the church proper, without adding additional chairs and/or additional connected spaces as might be done for special Holy Days or events such as Easter/Christmas/Funerals/etc.
- **Measurement:** 24" - per person in pews and/or one individual per chair seat