

Dean's Visitation Form

Church Date

General Condition of the Parish: Check One: Stable Growing Declining

Comment:

Areas of Parish needing improvement:

Physical Condition of the Parish:

Church: Date Built:

Comment

Rectory: Date Built:

Comment

School: Date Built:

Comment

Other facilities: Identify & Comment

Parish Records:

Kept in a locked safe	Yes	No
Up-to-date	Yes	No
Complete & Checked	Yes	No
Legible and in Permanent Ink	Yes	No
All corrections are made by hand; no labels or whiteout	Yes	No

Baptismal Register:

+All affidavits of paternity placed in back of book or separate folder and cross-referenced to entry	Yes	No
+All notations (confirmation, marriage, annulments, etc) properly entered	Yes	No

Marriage Register:

+All entries are complete	Yes	No
+All notations complete (annulments, etc)	Yes	No
+Review Pre-Nuptial Forms	Yes	No

Confirmation Register:

+All notations complete	Yes	No
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First Communion Register:

+All notations complete	Yes	No
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Mass Stipend Book

Yes	No
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Book of the Elect

Yes	No
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Comments

Safe Environment

Record of Training is on file with Archdiocese:	Yes	No
All background checks complete:	Yes	No
Record are kept in a secure place.	Yes	No

Comments

Pastoral Council

Check One:

How often does the Pastoral Council meet? Monthly Quarterly Semi-Annually Annually

Does the Pastoral Council have a Constitution & By-Laws? Yes No

Number of Members: Appointed [] Elected [] Discerned []

Does a member of the Finance Council serve (ex-officio) on the Pastoral Council? Yes No

Areas of strength and satisfaction

[]

Areas of need or concerns

[]

Finance Council

Financial Information

Average weekly income []

Weekly/Monthly Assessment [] Paid to date: Yes No

Parish Debt to Archdiocese Yes No Amount []

Parish Savings Yes No Amount []

Subsidy from Archdiocese Yes No Amount []

Last Audit by the Archdiocese Date: []

Check One:

How often does the Finance Council meet? Monthly Quarterly Semi-Annually Annually

Number of Members: Appointed [] Elected [] Discerned []

Does the Finance Council review the budget with the Pastor prior to approval? Yes No

How often does the Finance Council

Check One:

Review the total parish budget? Monthly Quarterly Semi-Annually Annually Never

Areas of strength and satisfaction

Areas of need or concerns

Faith Formation

Director/Coordinator of Religious Education:

Religious Education:

Number of students:
Pre-K thru Grade 7 Grade 8 thru Grade 12

Number of teachers/aids: PreK – 7th Grade 8th Grade – 12th Grade

Number participating in Confirmation Program

Number participating in Young Adult Ministry

Number participating in Continuing Adult Faith Formation

Number participating in RCIA program

Number participating in Youth Ministry Programs

Does a member of the Faith Formation Committee serve
(*ex-officio*) on the School Board and Pastoral Council? Yes No

General assessment of the Religious Education Program:

Hopes for the future:

School Board (If applicable)

Check One:

How often does the School Board meet? Monthly Quarterly Semi-Annually Annually

Does the School Board have a Constitution & By-Laws? Yes No

Number of Members: Appointed Elected Discerned

Does a member of the School Board serve (*ex-officio*)
on the Pastoral Council and Finance Council respectively? Yes No

School Board (contd)

School Principal:

Number of students: Pre K thru Grade 7

Number of Faculty/Staff

General assessment of the school:

Hopes for the future:

Parish Ministries: Does your parish have these or similar ministries?

Family Life	Yes	No	Stewardship	Yes	No
Ministry to the Poor	Yes	No	Evangelization	Yes	No
Missions/Retreats	Yes	No	Communications	Yes	No

Others: (Indicate or attach a list of your Parish Ministries)

DEAN'S RECOMMENDATIONS:

I have read the Dean's Report:

Pastor

Dean

Date of Report:

Rev: 3/14