

Catholic Diocese of Raleigh

Annual Parish Visitation

by the Dean

**Preliminary Instructions**

1. Visitation by the Dean may be completed anytime during the period July 1 to June 30.

2. Completed forms should be placed in a sealed envelope marked “CONFIDENTIAL” and **mailed by the Dean** to the Office of the Bishop **by June 30 of this year**.

3. Separate Annual Parish Visitation forms should be filled out for each Mission or Station.

4. This Form includes all necessary data for the annual *Status Animarum* Report

Deanery       Dean

Parish       Diocesan Account Number

Pastor

Pastoral Administrator

Parish Mailing Address (Street)

(City)       (Zip)

County

Parish Office Phone (   )     -      Rectory Phone (   )     -

Parish E-mail

Parish Web Address

**Part I: Divine Worship**

**A. Liturgical Schedule and Needed Data**

1. Weekend Mass Schedule: Weekday Mass Schedule:

*(Do not include the Sunday Vigil Mass on Saturday)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **AM/PM** |  | **Day** | **Time** | **AM/PM** | **Time** | **AM/PM** |
| Sunday Vigil (Sat.) |  |  | Monday |  |  |  |  |
| Sunday Vigil (Sat.) |  |  | Tuesday |  |  |  |  |
| Sunday |  |  | Wednesday |  |  |  |  |
| Sunday |  |  | Thursday |  |  |  |  |
| Sunday |  |  | Friday |  |  |  |  |
| Sunday |  |  | Saturday |  |  |  |  |
| Sunday |  |  | **Overall Average Weekday Daily Attendance** |  |  | | |
| Sunday |  |  |  |
| Sunday |  |  |
| Sunday |  |  |
| Sunday |  |  |
| Sunday |  |  |

**Reminder: The October Count should be planned for a weekend in October.**Ministers of Hospitality or Ushers are to count the number of people who attend each Mass that weekend. When tabulating, simply differentiate in the total, the number of males and females. Upon completion of these totals, forward this data, along with the **October Count Numbers from the previous year**, your Parish Name and City, **by October 31** to Paola Tavernier via e-mail at [Paola.Tavernier@raldioc.org](mailto:Paola.Tavernier@raldioc.org)

2. **Sacrament of Penance (Reconciliation) -** *Schedule pertains to day(s). Duration pertains to the interval and time of day during which the celebration of the sacrament is scheduled.*

|  |  |  |
| --- | --- | --- |
| Schedule |  | |
| Hours of Duration |  | |
| Approximate number of Penitents per week | | **0** |

**Part I: Divine Worship**

**B. The Church Building**

1. Does the church appear clean (floors swept, walls clean, papers put away, etc.)?   
 (If No, please explain) Yes  No

2. Is the building accessible to the handicapped? (Specify) Yes  No

3. Is the sanctuary in conformity with the Diocesan Norms for the Celebration of the Sacred  
Liturgy of the Mass? (If No, please explain) Yes  No

4. Is the Tabernacle located in keeping with the Diocesan Norms for the Celebration of the  
Sacred Liturgy of the Mass, paragraph number 106? (If No, please explain) Yes  No

5. Is the Tabernacle secure in keeping with the Diocesan Norms for the Celebration of the Sacred Liturgy of the Mass, paragraph number 109? (If No, please explain) Yes  No

6. Where is the key for the Tabernacle kept?

7. Is the Tabernacle area and the altar area clean and well cared for (fresh linens, properly cared for plants and flowers, etc.)? (If No, please explain) Yes  No

**Part I: Divine Worship**

**C. Liturgical Ministries**

1. Which of the following liturgical ministries are functioning in this parish?

Liturgy Committee  Altar Linen Caretakers

Art & Environment  Lay Presiders

Sacristans  Altar Servers

Greeters  Lectors

Ushers  Cantors/Psalmists

Extraordinary Ministers of Holy Communion (Liturgy)

Extraordinary Ministers of Holy Communion (Sick/Homebound)

Liturgical musicians (accompanists-specify numbers, types of instruments)

Choirs (specify numbers and types):

2. Do all of the ministries have representation from among the faithful and all of the various cultural groups who may be present in the parish? Indicate representation and specify any concerns. Yes  No

3. When was the last time the liturgical ministers of the parish received training in their Ministries, especially Extraordinary Ministers of Holy Communion with regard to the Diocesan Norms for Extraordinary Ministers of Holy Communion?

**D. Liturgical Formation**

* What planning is needed to fully implement the Diocesan Norms for Celebration of the Sacred Liturgy of the Mass and the other Sacraments?

2. In what way may the Diocesan Office of Divine Worship be of assistance to the liturgical formation of this parish?

**Part I: Divine Worship**

**E. The Vestments**

1. Please check the general condition of the parish vestments:

Excellent  Good  Fair  Poor

2. Do you have vestments which belong to you located at the parish? Yes  No

**F. Sacred Vessels**

1. Are all parish vessels clean and in good repair? Yes  No

2. Are all sacred vessels in keeping with Diocesan Norms for Celebration of the Sacred Liturgy of the Mass, paragraph number 30? (If no, please explain) Yes  No

3. Specify what sacred vessels need to be cleaned (with special attention to the Thurible), repaired, disposed of or purchased:

4. Do you have vessels which belong to you located at the parish? Yes  No

**G. Worship Aids**

1. What worship aids and/or hymnals are used by the assembly? (List)

2. Are worship aids and/or hymnals in good condition? Yes  No   
(Please specify what needs replacement)

**Part I: Divine Worship**

**H. Liturgical Books**

1. Check current liturgical books owned by the parish:

Book of Blessings Languages:

Book of the Elect

Book of the Gospels Languages:

Holy Communion outside Mass Languages:

Lectionary (Sundays and Weekdays) Languages:

Lectionary for Masses with Children Languages:

Roman Missal, Third Edition (Sacramentary)

Missale Romanum (Specifically, the 1962 Missal for Mass in the Forma Extraordinaria)

Roman Missal in other languages Languages:

Order for the Exposition of Holy Eucharist Languages:

Order of Christian Funerals Languages:

Rite of Anointing of the Sick Languages:

Rite of Christian Initiation of Adults Languages:

Rite of Baptism Languages:

Rite of Marriage Languages:

Rite for the Celebration of a Quinceañera

Rite of Penance Languages:

Sunday Celebration in Absence of Priest Languages:

2. Are the Lectionary (all volumes) and Roman Missal in good condition? Yes  No   
(Please specify what needs replacement)

**I. Other Celebrations**

1. Are liturgies celebrated in languages other than English? (Specify) Yes  No   
How frequently?

2. What is the schedule for the Sacrament of Reconciliation in the parish?

3. Are there regular liturgical celebrations for particular groups? (e.g.: Children's Masses)  
(Specify) Yes  No

**Part I: Divine Worship**

**I. Other Celebrations, c*ontinued***

4. Celebrations of the Sacred Liturgy in the Forma Extraordinaria (schedule, frequency)

5. Eucharistic Liturgies in the Absence of a Priest

a. In the past year, how many times has this parish had a Sunday Eucharistic Liturgy in the absence of a Priest?

Languages in which this Sunday liturgy was celebrated      

In the absence of a priest, who presided at this liturgy?      

b. In the past year, how many times has this parish had a weekday Eucharistic Liturgy in the absence of a Priest?

Languages in which this liturgy was celebrated

In the absence of a priest, who presided at this liturgy?

6. Devotional Activities - Check which apply to this parish

Adoration Frequency:

Rosary Frequency:

Other Frequency:

Other Frequency:

7. If a Deacon is assigned to this parish, please attach the Deacon Ministry Memorandum  
to this document.

**Part II: Catholic Formation and Education**

**A. Catechesis**

1. Adult Education: Number of Participants 0

Languages of Catechesis

2. Bible Study: Number of Participants 0

Languages of Catechesis

3. Other Types of Faith Formation Programs (e.g., *Doorways to Formation in the Faith*)

Types/Number of Participants/Languages of Catechesis and Students per Language

4. Number participating in Diocesan Lay Formation for Ministry Program 0

**B. Parish School**

1. Grades (Check what applies):

Pre-K

K- 8th

Other

Other

2. Students

a. Number of Students 0

b. Number of Catholic Students 0

c. Enrollment Increase/Decrease compared to previous Academic Year 0

3. Faculty and Staff

a. Number of Teachers 0

b. Number of Teachers' Aides 0

c. Number of Other Staff 0

**Part II: Catholic Formation and Education**

**B. Parish School, *continued***

4. Tuition

a. Tuition for the Current Academic Year

In - Parish $0.00

Out of Parish $0.00

Other Categories $0.00

Percentage of Increase from previous Academic Year 0.0%

b. Assistance

Is Tuition Assistance Available? Yes  No

Number of Students Receiving Tuition Assistance 0

Number of Students Attending Tuition Free 0

5. Budget

a. Amount of Parish School Subsidy $0.00

b. Parish School(s) Subsidized (name each and amount of subsidy)

**Reminders: 1)** The School Budget for the Current Fiscal Year is **due June 30**,  
**2)** The School Year End Financial Report for the Current Fiscal Year is **due July 31**.  
**3)** Both **1)** and **2)** are to be sent to the Diocesan Department of Business Services.

6. Advisory

a. Advisory Board Yes  No   
Number of Members 0

b. Frequency of Meetings

c. Advisory Board Member on Parish Finance Council Yes  No

7. Divine Worship

a. Frequency of Mass for Students

b. Frequency of Availability of Sacrament of Penance

**Part III: Parish Community Life**

**A. Parish Staff**

Parochial Vicar(s):

Pastoral Associate(s):

Pastoral Administrator:

Priestly Minister(s):

Deacon(s):

Priest(s) in Residence:

Pastor Emeritus:

Priest(s) living within Parish **(**e.g. retired, military chaplains, externs, etc.**):**

Religious Communities living within Parish **(**e.g. Sisters of Charity, Society of Jesus, etc.**):**

Mission(s) or Station(s) associated with this parish/mission:

**Definitions**

**Mission:** A definite community of Christian faithful entrusted to a priest as its proper pastor but not yet erected as a parish. A Mission is not seen as permanent: it is a temporary entity on its way, eventually, to becoming a parish.

**Station:** A place where Mass is offered located within the confines of the parish.

List individually, including designation (mission or station) and location (city and county):

**Part III: Parish Community Life**

**B. Parish Ministries**

Check which ministries apply to this parish:

African Ancestry Ministry  Migrant Ministry

Baptism Preparation Peace and Justice Ministry

Confirmation Preparation Reconciliation (First Penance) Prep.

Divorced/Remarried Ministry Respect Life Ministry

Eucharist (First Communion) Prep. Senior Adult Ministry

Family Life Ministry Senior Housing

Grief/Bereavement Ministry Sick/Shut-in Ministry

Habitat/Housing for the Poor Vocations: Parish Prayer for Vocations

Health Clinic for the Poor Frequency:

Hispanic Ministry Vietnamese Ministry

Hospital Ministry Welcoming Newcomers

Home Visitation Ministry Young Adult Ministry

Korean Ministry Youth Ministry

Marriage Preparation Other Outreach. Specify:

**Part III: Parish Community Life**

**C. Catholic/Parochial Organizations - Check which apply to this parish:**

Altar Society  Emmaus

Alvernia  Knights of Columbus

Catholic Daughters  Knights of St. Peter Claver

Charismatic Ministry  Ladies Auxiliary of the

English  Spanish  Legion of Mary

Columbianettes  Secular Order of Franciscans

Cursillo

English  Spanish  Other (specify)

**Part III: Parish Community Life**

**D. Conciliar Bodies and Safe Environment Team**

1. Parish Pastoral Council

a. Does this parish have a Parish Pastoral Council? Yes  No

b. How often has the Parish Pastoral Council met in the past twelve months?

2. Parish Finance Council

a. Does this parish have a Parish Finance Council? Yes  No

b. How often has the Parish Finance Council met in the past twelve months?

c. Is the parish experiencing any financial difficulty? If yes, explain: Yes  No

d. Is the parish school experiencing any financial difficulty? If yes, explain: Yes  No

e. Are there any un-paid bills in excess of 30 days overdue? If yes, explain: Yes  No

**Reminders: 1)** The Parish and School Budget for the Current Fiscal Year are **due June 30**,  
**2)** The Parish and School Year End Financial Report for the Current Fiscal Year are **due July 31**.  
**3)** Both **1)** and **2)** are to be sent to the Diocesan Department of Business Services.

3. Safe Environment Team

a. Does this parish have a Safe Environment Team? Yes  No

b. How often has the Safe Environment Team met in the past twelve months?

c. How often has Safe Environment training occurred in the last twelve months?

d. How many parishioners currently serving as a volunteer or in ministry have received the following levels of certification:

Level A 0

Level B 0

Level C 0

**Part IV: Parish Administration**

**A. Parish Reference Books and Materials** (Check those up to date or not located)

**Up To Not**

**Date Located**

Baptismal Register

Confirmation Register

Death Register

Marriage Register

Pre and Post Nuptial Archives

Parish Finance Council Minutes

Financial Records

Parish Pastoral Council Minutes

Register/Calendar for Masses to be Celebrated

**B. Personnel Files**

1. Are the I-9 and Sex Abuse Questionnaires in all employee’s personnel file folders? Yes  No

2. Are the Sex Abuse Questionnaires on file for all church and school volunteers who work with minors? Yes  No

3. Are the Background Check Release Forms and Report on file? Yes  No

4. For **PRIESTS**: are the following on file in the Vicar General's office:

a. A current copy of your ***Advanced Medical Directives***? Yes  No

b. A current copy of your ***Last*** ***Will and Testament*** and ***Funeral Arrangements***? Yes  No

5. For **PAROCHIAL VICARS**: are the following on file in the Vicar General's office:

a. A current copy of your ***Advanced Medical Directives***? Yes  No

b. A current copy of your ***Last*** ***Will and Testament*** and ***Funeral Arrangements***? Yes  No

**C. Parish, School, Rectory, and Priest(s) or Pastoral Administrator (Personal) Inventories**

1. Is there a current copy of the personal property inventory report? Yes  No

a. Pastor Yes  No  Date of inventory:

b. Parochial Vicar Yes  No  Date of inventory:

c. Resident Priest Yes  No  Date of inventory:

d. Parish Administrator Yes  No  Date of inventory:

(If in residence in a parish property)

a. Date(s) of priest(s) personal inventory:

**Reminder:** The Parish, School (if applicable), Rectory, Convent (if applicable) and Priest(s) (personal possessions) or Pastoral Administrator (personal possessions and if in residence in a parish property) Inventories are to be attached and submitted together with this completed Annual Parish Visitation Report. A DVD depicting and describing inventory items will also be accepted for this record.

The forms for these inventories may be found on our Diocesan website, under the "Administration" section.   
Look for "Forms & Guides for Parishes & Priests," and then "Inventory Forms."

All Inventories may be sent using the electronic form directly to the Office of the Vicar General.

**Part V: Parish Facilities**

**A. What repairs, if any were recommended last year to the Dean/Pastor by the Construction Coordinator, the Pastor, Dean, or a parish committee?**

A. Church:

B. Rectory:

C. School:

D. Other:

**B. What is the status of those recommended repairs?**

**Completed Partially Completed No Work Done**

A. Church:

B. Rectory:

C. School:

D. Other:

**C. What repairs have been recommended to the Dean/Pastor by the Construction Coordinator, the Pastor, Dean, parish committee for the next fiscal year?**

A. Church:

B. Rectory:

C. School:

D. Other:

**D. Is there evidence of a current contract with a licensed pest control contractor for treatment and inspection? Is there a complete structural repair warranty (BOND) which is renewable on a yearly basis for continuous coverage from building damage by structural pests (termites)?**

**Treatment** **Bond**

**Y / N** **Y / N**

A. Church:     Date of Last Inspection:

B. Rectory:     Date of Last Inspection:

C. School:     Date of Last Inspection:

D. Other:     Date of Last Inspection:

**E. What is the expectation for future need of space or additional property?  
(Include possible timeline)**

**Part VI: Life of Priests/Pastoral Administrators** (Use separate sheet if necessary)

**A.** What ways do you see of improving your ministry here?

**B.** Does a sharing of resources/ministries exist with other parishes? (specify)

**C.** What other topics do you recommend for future Deanery Meetings?

**D.** In what ways can the Dean and/or Diocesan Offices help you in your ministry?

**E.** Which of the following Diocesan offices have you utilized in the ministry of your parish in the past twelve months? (You may need to consult other staff/volunteers to provide accurate information.)

African Ancestry  Human Resources

Asian Community  Lay Ministry

Benefits  Marriage Preparation

Business Services  Native American Ministry

Catechesis and Evangelization  NC Catholics Magazine

Catholic Charities - Regional  Permanent Diaconate

Catholic Schools & Campus Ministry  Property/Construction

Chancery  Stewardship and Institutional Advancement

Chief Financial & Operating Officer  Technology and Data Services

Child and Youth Protection  Tribunal

Communications  Vicar General

Divine Worship  Vocations

Hispanic  Youth and Young Adult Ministry

Human Life and Dignity

**Part VII: The Extended Visit of the Dean**

For an extended visit, conducted every two years, the Dean will interview the Pastor and the Chairs of the parish Pastoral Council, and Finance Council. In addition, the Dean will interview the following persons, if applicable: Parochial Vicar, Director of Faith Formation, Business Manager, Director of Music and Liturgy, Youth Minister and any other full-time employee. In parishes with a school, the Dean will also interview the Principal and speak with the School Board and a representative number of the faculty, staff and students. In the report of the Dean, names of individuals interviewed are not to be used except with permission from each person interviewed.

The above-mentioned interviews are to be compiled in a report and attached to this form. The report is to

begin with summary information regarding the parish, including data from the most current *status animarum*. A summary of each interview follows and the report then concludes with the personal observations of the Dean. The report is then signed and dated by the Dean and the Pastor and verified as an official copy by the stamp of the Dean. Any additions by the Pastor to the report are to be noted by the Dean.

**Part VIII: Comments of the Dean Concerning This Parish**

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Signature of Dean

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Signature of Pastor/Pastoral Administrator Date



Version: 02/2025