

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 AverageWeekday DailyAttendance** |  |  |
| 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

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**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Dean

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 Signature of Pastor/Pastoral Administrator Date



Version: 02/2025