**Pastoral Planning Committee Parish Assessment Tool**

*2018-2019*

This survey will be reviewed by the Diocesan Pastoral Planning Committee and at regional meetings.

Please complete this survey and return to the Office of Pastoral Planning via email at rpageperez@dioceseofprovidence.org or by mail to One Cathedral Square, Providence, RI 02903

Please complete the survey with information related to the most recent fiscal year-end:

<table>
<thead>
<tr>
<th>Date of Report</th>
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<tbody>
<tr>
<td>Parish Name</td>
</tr>
<tr>
<td>Pastor’s Name</td>
</tr>
<tr>
<td>Parish Address</td>
</tr>
<tr>
<td>Parish Email</td>
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<tr>
<td>Parish Telephone #</td>
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**REQUIRED SIGNATURES**

| Pastor |  
| Trustee |  
| Trustee |  

**Section One-Mass Attendance, Parish Life and Sacraments**

Number of registered families ______

Number of weekend Masses provided ______ Number of persons attending weekend Masses ______

Number of weekday Masses provided ______ Number of persons attending weekday Masses ______

Number of Baptisms ______ Number of First Holy Communions per year ______

Number of youth Confirmations ______ Number of adult Confirmations per year ______

Number of funerals per year ______

How often is reconciliation offered at your parish? ____________________________________________

Does your parish offer regular Eucharistic adoration? □ yes □ no

□ daily □ weekly □ monthly □ other __________

Does your parish offer masses in other languages? □ yes □ no

If yes, please list _________________________________________________________________________

Is there a Religious Education program coordinator? □ yes □ no

How many children are enrolled in the Rel. Ed. Program? ______
Is there a trained RCIA team at the parish? □ yes □ no

Are parish sacramental records up-to-date? □ yes □ no

Does the parish have a program for young adult ministry and youth ministry? □ yes □ no

Are there programs available for adult faith formation and enrichment? □ yes □ no

Does your parish offer multi-cultural or diversity resources? □ yes □ no

Does your parish provide programs for a variety of social ministry services? □ yes □ no

Does your parish provide support for separated, divorced and/or widowed Catholics? □ yes □ no

Does your parish sponsor Social/Community building events? □ yes □ no

Please list the ministries currently offered in your parish:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Section Two-Parish Administration

Is your parish yoked or merged? □ yes □ no
Which? _______________________________

Does it include a mission worship site? □ yes □ no
Where? _______________________________

Is your pastor full or part time? □ full time □ part time

Does your pastor have more than one official diocesan assignment? □ yes □ no
If yes, explain ________________________________________________________________

Does the pastor receive his full salary and benefits from your parish? □ yes □ no
If no, explain ________________________________________________________________

Does the pastor have sufficient time to conduct/perform pastoral duties as needed? □ yes □ no
Does the parish provide ministerial services such as nursing home, hospital, or hospice visits?  

- yes  
- no

Does the parish employ full or part time support staff for the following areas?

<table>
<thead>
<tr>
<th>Area</th>
<th>Full Time</th>
<th>Part Time</th>
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</thead>
<tbody>
<tr>
<td>Rectory/Residence</td>
<td></td>
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<tr>
<td>Parish Office</td>
<td></td>
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<tr>
<td>Bookkeeping</td>
<td></td>
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<tr>
<td>Religious Education</td>
<td></td>
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<td>Music Ministry</td>
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<td>Youth Ministry</td>
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<td>Maintenance</td>
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<tr>
<td>Landscaping</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

Is there an active parish pastoral council?  

- yes  
- no

Is there an active parish finance council?  

- yes  
- no

Do you have two parish trustees?  

- yes  
- no

Does the parish bulletin adequately reflect parish programming/services?  

- yes  
- no

If your parish is yoked/merged, do you offer a combined bulletin?  

- yes  
- no

Is there an updated online social media presence?  

- yes  
- no

Does your website include availability to services and access to online resources?  

- yes  
- no

- Registration  
- On-Line Giving  
- Faith Formation  
- Request for forms  
- Are annual contribution notices sent to contributors?  

- yes  
- no

Other ________________________________  

- yes  
- no
What are the communication options for parishioners trying to contact the parish?

☐ Standard Message  ☐ Voice mail  ☐ Call forwarding

If none of these options apply what is in place to assist? ________________________________

**Section Three - Parish Building Maintenance**

When did the church have its last major renovation? ________________________________

List renovations/improvements within the last five years.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Is there a written maintenance schedule?  ☐ yes  ☐ no

Seating capacity of the church building? ______________

Does your parish have ancillary properties, and are they regularly maintained?  ☐ yes  ☐ no

- Cemetery  ☐ yes  ☐ no
- School  ☐ yes  ☐ no
- Convent  ☐ yes  ☐ no
- Meeting room(s)  ☐ yes  ☐ no
- Parking lot  ☐ yes  ☐ no
- Garages  ☐ yes  ☐ no
- Other ________________________________  ☐ yes  ☐ no

How would you describe your parish/parking lot appearance? ________________________________
______________________________________________________________________________

When was the parking lot sealed and striped? ________________________________

Is the parish church, rectory and office space handicapped accessible?  ☐ yes  ☐ no

Is the parish church, rectory and office space air-conditioned?  ☐ yes  ☐ no

How old is the heating system?
- Church _____ years
- Rectory _____ years
- Meeting Space _____ years
- School _____ years

How old is the roof?
- Church _____ years
- Rectory _____ years
- Meeting Space _____ years
School  _____ years

Is there an alarm system?

- Church  □ yes  □ no
- Rectory □ yes  □ no
- Meeting Space □ yes  □ no
- School  □ yes  □ no
- Other □ yes  □ no

Are all parish owned buildings in compliance with state and local fire codes? □ yes  □ no
If no, explain ___________________ ___________________ ___________________ ___________________

Section Four- Parish Financials

What was the date of the most recently completed and submitted annual parish financial report?  
________________________________________

Has the parish submitted its financial report on time for the last Fiscal Year  □ yes  □ no
Has the parish submitted its annual budget for the current Fiscal Year  □ yes  □ no
Does the parish have sufficient reserves to cover 3 month’s expense?  □ yes  □ no
Please submit an aged accounts payable report for the most recent month’s ending.
Does the pastor provide and explain an annual financial summary report to parishioners?  □ yes  □ no

For Parishes with a school, please also complete the following

Section Five-The Parish School

Is there an active advisory board with working committees?  □ yes  □ no
How often does the board meet?  ____________________________
When was the last NEASC accreditation?  ____________________

Has the school engaged in strategic planning?  □ yes  □ no
Please submit a balance sheet for the year ending June 30th
Please submit an income and expense statement for the year ending June 30th
Is the Principal responsible for sound fiscal management of the school?  □ yes  □ no
Please submit an operational budget for the past year and the present year
Please submit an aged accounts receivable report for the most recent month’s ending
Please submit an aged accounts payable report for the most recent month’s ending