

# 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 [rpaqeperez@dioceseofprovidence.org](mailto:rpaqeperez@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:*

**Date of Report** \_\_\_\_\_

**Parish Name** \_\_\_\_\_

**Pastor's Name** \_\_\_\_\_

**Parish Address** \_\_\_\_\_

**Parish Email** \_\_\_\_\_

**Parish Telephone #** \_\_\_\_\_

## REQUIRED SIGNATURES

**Pastor** \_\_\_\_\_

**Trustee** \_\_\_\_\_

**Trustee** \_\_\_\_\_

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

Number of registered families \_\_\_\_\_

Number of weekend Masses provided \_\_\_\_\_

Number of weekday Masses provided \_\_\_\_\_

Number of Baptisms \_\_\_\_\_

Number of youth Confirmations \_\_\_\_\_

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:

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## 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?

Rectory/Residence  full time  part time

Parish Office  full time  part time

Bookkeeping  full time  part time

Religious Education  full time  part time

Music Ministry  full time  part time

Youth Ministry  full time  part time

Maintenance  full time  part time

Landscaping  full time  part time

Other \_\_\_\_\_  full time  part time

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

yes  no

On-Line Giving

yes  no

Faith Formation

yes  no

Request for forms

yes  no

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.

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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? \_\_\_\_\_

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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**

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**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 30<sup>th</sup>

Please submit an income and expense statement for the year ending June 30<sup>th</sup>

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

