



PASTORAL PLANNING COMMITTEE PARISH ASSESSMENT TOOL 2018-2019

Please complete and return to:

Pastoral Planning, c/o Office of the Vicar General, One Cathedral Square, Providence, RI 02903

For more information, please contact:

Office of the Vicar General | 401.278.4519

Office for Planning & Financial Services | 401.278.4540

Please complete all pages 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 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 _____

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 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 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 advertised? 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 curb appeal? _____

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