

## PARISH REVIEW WORKSHEET

Parish Name: \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Deanery \_\_\_\_\_

### PART I: SACRAMENTAL RECORD INSPECTION FORM

(**Canon 555** states that the dean has the "canonical obligation and right to see that sacramental registers are properly and accurately maintained.")

Parish Name: \_\_\_\_\_

Pastor: \_\_\_\_\_

Deanery: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Secure and appropriate storage   | Fire-retardant cabinets, safe, or air-conditioned locked storerooms with limited access, and room to retrieve books without damaging them  |
| <input type="checkbox"/> Appropriate register books kept  | Baptism, Register of Catechumens, Book of Elect, Book for Baptized Christians received into Full Communion, Confirmation, Marriage and Death Registers are mandated. First Communion is optional. Separate mission registers required. |
| <input type="checkbox"/> Bound registers; Acid-free paper | Sound bindings; quality paper. Three-ring binders with hole-punched computer copies are unacceptable. Registers are not defaced with added labels, post-it notes, staples, magic markers, or tape.                                     |
| <input type="checkbox"/> Legible, accurate, and complete  | Printed, easy to read, complete entries. See below for what is required for each type of book. Also see the <b><i>Sacramental Records Handbook</i></b> .   |
| <input type="checkbox"/> Black ink                        | Permanent black ink only and no use of white-out.  |
| <input type="checkbox"/> Timely data entry                | Records are up-to-date. Notifications sent   |

- |  |   |
|--|---|
| <input type="checkbox"/> Authenticated by Pastor               | Entries or pages are authenticated by pastor/delegate                     |
| <input type="checkbox"/> Pre-nuptial files & sacramental files | Filed, complete, and safely stored  |
| <input type="checkbox"/> Inventory of registers                | Up-to-date, completed by each outgoing pastor; Copy to diocesan archives. |

**COMMENTS:**

**Check for Complete and Accurate Data. Refer to the Sacramental Records Handbook.**

**Baptism:** the name, date, and place of birth of the baptized; the name of the minister of the sacrament; the names of the parents {including Mother's maiden name), sponsor{s); and the date and place {if outside the parish) of the conferred baptism.

**Confirmation:** the names of the confirmed, the parents, the sponsors, and the minister; the place and date of the conferral of confirmation; and the place and date of baptism are to be noted in the confirmation register of the parish. Notification sent to place of baptism.

**Marriage:** the names of the spouses, the person who assisted and the witnesses, the place and date of the marriage celebration, and any pertinent notations {i.e., date and place of baptism). It is also necessary to retain the pre-nuptial file permanently in the parish archives. Notification must be sent to the place of baptism.

**Death:** chronologically arranged by date of parishioner death. It shall include the date of anointing, name of anointing priest and place of burial. Additional information may include name of funeral home, next of kin and cause of death {if known). Notification not required to be sent to the place of baptism.

**First Communion:** (optional book) the names of the first communicant and parents as found on the baptismal certificate; the place and date of baptism; and the date of reception of the sacrament.

**PART II: DISCUSSION OF DEAN AND PASTOR ON BUILDINGS**

(Canon 555 grants the dean the right and obligation to see to it that the church and other buildings are properly maintained.

What do the dean and pastor agree is the general condition of the parish buildings?

<b>Rectory?</b>	Excellent	Good	Fair	Poor
<b>Convent?</b>	Excellent	Good	Fair	Poor
<b>Church?</b>	Excellent	Good	Fair	Poor

Other buildings? Please specify

_____	Excellent	Good	Fair	Poor
_____	Excellent	Good	Fair	Poor
_____	Excellent	Good	Fair	Poor

Is there any particular work on one or more of the parish structures which is being planned or seems to be needed? Is so, explain here and on reverse side. \_\_\_\_\_

Are there any additional buildings or structures that are needed? \_\_\_\_\_

**\*This section will be sent to the Department of Research and Planning and will be helpful when reviewing parish needs.**

**PART 111: DISCUSSION ON LITURGICAL MATTERS**

The Dean has the canonical right and obligation to see to it that sacred furnishings and vestments are carefully maintained (Canon 555).

Do the Dean and Pastor agree that the vestments are in good condition? \_\_\_\_\_

Do the Dean and Pastor agree that the liturgical furnishings (e.g. chalices, ciboria, etc.) are in good condition?

\_\_\_\_\_  
Signature of the Dean or Delegate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Pastor

**\*\*\*FORWARD ALL COMPLETED PARISH REVIEW WORKSHEETS TO CHANCELLOR**