

**ANNUAL PASTORAL REPORT
2017**

DUE: November 15, 2017

Parish Profile (Current Information)

Parish: _____

Address: _____

City, LA, Zip Code: _____

CLERGY

Name	Cell Phone	Email
Pastor _____	_____	_____
Parochial Vicar _____	_____	_____
Parochial Vicar _____	_____	_____
Resident _____	_____	_____
Resident _____	_____	_____
Deacon _____	_____	_____
Deacon _____	_____	_____
Deacon _____	_____	_____
Deacon _____	_____	_____

FULL TIME PARISH EMPLOYEES

Name	Job Title	Cell Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Estimated Number of all Catholic Households: _____

Number of Registered Catholic Households: _____

Ethnic Background of Catholic population (estimated)

African American _____% Hispanic _____%

Caucasian _____% Asian-Pacific _____%

Other (Specify) _____

Year of Last Census: _____

Missions: _____ Stations: _____ (Mass regularly celebrated other than Church)

Chapels: _____ Cemeteries: Parochial _____ Diocesan: _____

General Condition of the Parish

_____ Stable _____ Growing _____ Declining

Areas of Parish needing improvements:

Physical Condition of the Parish Plant:

Church: Date Built _____ Other facilities: Identify & Comment
Comment

Rectory: Date Built _____
Comment

School: Date Built _____
Comment

Parish Records:

Kept in a locked safe	Yes	No
Up-to-date	Yes	No
Complete & Checked	Yes	No
Legible and in Permanent Ink	Yes	No
All corrections are made by hand; no labels or whiteout	Yes	No

Baptismal Register:

+All notations (confirmation, marriage, annulments, etc) properly entered	Yes	No
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Marriage Register:

+All entries are complete	Yes	No
+All notations complete (annulments, etc)	Yes	No
+Review Pre-Nuptial Forms	Yes	No

Confirmation Register:

+All notations complete	Yes	No
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First Communion Register:

+All notations complete	Yes	No
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Mass Stipend Book

+ <i>Pro Populo Mass</i> weekly	Yes	No
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Book of the Elect

Yes	No
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Safe Environment

Record of Training is on file with Archdiocese:	Yes	No
All background checks complete:	Yes	No
Record are kept in a secure place.	Yes	No

Comments

Finance Council

Financial Information

Average monthly income _____

Average monthly expenses _____

Monthly Assessment _____ Paid to date: Yes No

Parish Debt to Archdiocese Yes No Amount _____

Parish Savings Yes No Amount _____

Subsidy from Archdiocese Yes No Amount _____

Last Audit by the Archdiocese Date: _____

List recommendations from Audit:

Date Finance Council Organized: _____

Circle One:

How often does the Finance Council meet? Monthly Quarterly Semi-Annually Annually

Day and Time of Meetings: _____

Number of Members: Appointed - _____ Elected - _____ Discerned - _____

Voting Members- _____ Ex Officio _____

Does the Finance Council review the budget with the Pastor prior to approval? Yes No

How often does the Finance Council Review the total parish budget? Circle One: Monthly Quarterly Semi-Annually Annually Never

Written Minutes Available? Yes No

Areas of strength and concerns:

Faith Formation

Is the coordinator a Director of Religious Education (has a master’s degree) or a Parish Catechetical Leader (all others) _____

Is there a Faith Formation Committee: Yes No

Religious Education:

Number of students: Pre-K thru Grade 7 _____
Grade 8 thru Grade 12 _____

Number of teachers/aides: PreK – 7th Grade _____ 8th Grade – 12th Grade _____

Number participating in Confirmation Program _____

Number participating in Young Adult Ministry _____

Number participating in Continuing Adult Faith Formation _____

Number participating in RCIA program _____

Number participating in Youth Ministry Programs _____

Does the DRE/PCL or another member of the Faith Formation Committee serve (*ex-officio*) on the School Board and Pastoral Council? Yes No

General assessment of the Religious Education Program:

School Board (If applicable)

Date School Board Organized: _____

Religious Community Teaching in the school: _____

How often does the School Board meet? Circle One: Monthly Quarterly Semi-Annually Annually

Does the School Board have a Constitution & By-Laws? Yes No

Number of Members: Appointed - _____ Elected - _____ Discerned - _____

Voting Members - _____ ExOfficio Members - _____

Does a member of the School Board serve (*ex-officio*) on the Pastoral Council and Finance Council? Yes No

Written Minutes available? Yes No

Number of students: Pre K thru Grade 7 _____

Number of Faculty/Staff _____

Others (Specify): _____

General assessment of the school:

Synod: Please list your parish Coordinators:

Parish Synod Implementation Coordinator:
Name _____ Email _____ Phone _____

Parish Vocation Coordinator:
Name _____ Email _____ Phone _____

Parish Family Life Coordinator:
Name _____ Email _____ Phone _____

Parish Social Justice Coordinator:
Name _____ Email _____ Phone _____

Parish Evangelization Coordinator:
Name _____ Email _____ Phone _____

Parish Ministries: Does your parish have these or similar ministries?

Family Life	Yes	No	Stewardship	Yes	No
Ministry to the Poor	Yes	No	Evangelization	Yes	No
Missions/Retreats	Yes	No	Communications	Yes	No

Others: (Indicate or attach a list of your Parish Ministries)

Parish Liturgical Life (November 1, 2016, through October 31, 2017)

Baptisms

Infant (to age 7) _____
Children (7 – 17) _____
Adults (18+) _____

Hours of English Masses

Vigil _____
Sundays _____
Weekdays _____

Reception into Full Communion

Children (7-17) _____
Adults (18+) _____

Hours of Spanish Masses

Vigil _____
Sundays _____
Weekdays _____

Confirmation

Infants (to age 7) _____
Children (7-17) _____
Adults (18+) _____

Hours of Vietnamese Masses

Vigil _____
Sundays _____

Total Confirmed

First Confessions

Weekdays _____

First Communion

Weddings

Catholic _____
Mixed _____

Hours of other non-English Masses
(Please indicate time & language)

Christian Burials

Number of communal Anointing Liturgies _____ **Percentage Receiving Communion** _____

Number of communal Penance Services _____ **Number of Extraordinary Ministers of the Eucharist:** _____

Children _____ **Average Daily Mass attendance** _____

Adults _____ **Number of School Masses (per month)** _____

Days & Hours of Confessions _____

RCIA: Youth _____ Adults _____

Regular Parish Devotions (including Name of the Devotion, Day and Time)

Special Institutions

Do you have pastoral responsibility for a Hospital, Senior Residence, Nursing Home, Correctional Institutions or any other special institution within your parish boundary? Yes No

List name, identify type of facility and services rendered:

Mass Attendance Count

This is an actual count of every adult and child in church to be taken on two weekends in October and/or November and *averaged*. The recommended time of count is the Offertory.

Date of first weekend: _____ Date of second weekend: _____

Record average attendance below; put N/A if not applicable.

	Time of Mass	Averaged count at this Mass
English Mass #1		
English Mass #2		
English Mass #3		
English Mass #4		
English Mass #5		
English Mass #6		
English Mass #7		
Spanish Mass #1		
Spanish Mass #2		
Spanish Mass #3		
Vietnamese Mass #1		
Vietnamese Mass #2		
Vietnamese Mass #3		
Vietnamese Mass #4		
Filipino Mass		
Latin Mass		
Portuguese Mass		
TOTAL ATTENDANCE	→ → → → →	

For the People of God, to the best of my ability the information contained in this report is accurate:

Name of person filling out this form: _____

Pastor, please check this box () after reviewing report. Date: _____

Please email to: 1) planningandministries@arch-no.org (Pastoral Planning & Ministries Office) and
2) Local Dean