

# Dean's Visitation Form

Church  Date

General Condition of the Parish:      Check One:      Stable      Growing      Declining

Comment:

Areas of Parish needing improvement:

Physical Condition of the Parish:

Church:      Date Built:

Comment

Rectory:      Date Built:

Comment

School:      Date Built:

Comment

Other facilities:      Identify & 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 affidavits of paternity placed in back of book or separate folder and cross-referenced to entry	Yes	No
+All notations (confirmation, marriage, annulments, etc) properly entered	Yes	No

**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**

Yes	No
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**Book of the Elect**

Yes	No
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**Comments**

**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**



Areas of strength and satisfaction

Areas of need or concerns

**Faith Formation**

Director/Coordinator of Religious Education:

Religious Education:

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

Number of teachers/aids: PreK – 7<sup>th</sup> Grade  8<sup>th</sup> Grade – 12<sup>th</sup> 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 a 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:

Hopes for the future:

**School Board** (If applicable)

Check One:

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

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

Number of Members: Appointed  Elected  Discerned

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

**School Board (contd)**

School Principal:

Number of students: Pre K thru Grade 7

Number of Faculty/Staff

General assessment of the school:

Hopes for the future:

**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)

**DEAN'S RECOMMENDATIONS:**

**I have read the Dean's Report:**

**Pastor**

**Dean**

**Date of Report:**

Rev: 3/14