



Date of Inspection: \_\_\_\_\_

# ARCHDIOCESE OF SAN ANTONIO Dean Parish Inspection Form

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

Address: \_\_\_\_\_

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

Years Covered in Inspection: \_\_\_\_\_ to \_\_\_\_\_

## I. SACRAMENTAL RECORD INSPECTION

Canon 555 §1.3 The dean has the duty and the right: to ensure that religious functions are celebrated according to the provisions of the sacred liturgy; that the elegance and neatness of the churches and sacred furnishings are properly maintained, particularly in regard to the celebration of the Eucharist and the custody of the blessed Sacrament; that the parish registers-are correctly entered and finally, that the parochial house is looked after with care.

YES	NO	All registers are stored in a fire-resistant cabinet/safe that is locked with limited access and with room to retrieve without damaging the book? If not, why not?
YES	NO	Is there an up-to-date inventory of registers? Is the inventory dated? Was the inventory completed before the most recent incoming pastor?
YES	NO	Has a copy of the current inventory been sent to the Archives and Records Management Office?
YES	NO	Are Mission Registers separate from Parish Registers?
YES	NO	Do they have all the appropriate registers? (Baptism, Register of Catechumens, Book of Elect, First Eucharist, Confirmation, Marriage, and Death Registers)

Refer to the **Sacramental Records Policy and Procedures** guide for a complete listing of what is required in the registers. Please sign, date of inspection, and last page inspected on the title page for each register.

### BAPTISM REGISTER INSPECTION

YES	NO	Are all years entered and signed/initialed by pastor?
YES	NO	Entries are in an acid-free bound volume?
YES	NO	Are entries clean of labels, post-it notes, staples, paper clips, or tape?
YES	NO	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)
YES	NO	Was there evidence of baptized Christians received into Full Communion in the register? If not, why not?

What is the general condition of the registers?	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
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**Comments:**

<b>FIRST EUCHARIST REGISTER INSPECTION</b>				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>Comments:</b>				
<b>CONFIRMATION REGISTER INSPECTION</b>				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
<b>YES</b>	<b>NO</b>	If the diocesan bishop did not preside, is delegation information included?		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>Comments:</b>				
<b>MARRIAGE REGISTER INSPECTION</b>				
<b>YES</b>	<b>NO</b>	Are all years entered and signed/initialed by pastor?		
<b>YES</b>	<b>NO</b>	Entries are in an acid-free bound volume?		
<b>YES</b>	<b>NO</b>	Are entries clean of labels, post-it notes, staples, paper clips, or tape?		
<b>YES</b>	<b>NO</b>	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)		
<b>YES</b>	<b>NO</b>	Convalidated marriages include information about the civil marriage in the notation column (date, place, and who presided or marriage license number)?		
<b>YES</b>	<b>NO</b>	Are prenuptial investigation files kept permanently, organized, and in archival folders/envelopes, including those for convalidation?		
<b>YES</b>	<b>NO</b>	Are prenuptial investigation files complete, e.g. prenuptial questionnaire, baptism certificates, affidavits, dispensation, if needed?		
What is the general condition of the registers?		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>Comments:</b>				

DEATH REGISTER INSPECTION					
YES	NO	Are all years entered and signed/initialed by pastor?			
YES	NO	Entries are in an acid-free bound volume?			
YES	NO	Are entries clean of labels, post-it notes, staples, paper clips, or tape?			
YES	NO	Are all entries printed, easy to read and complete? (If a required column is blank, is there a line or written words "none given" written in the column)			
YES	NO	Entries are chronologically arranged by death?			
What is the general condition of the registers?		EXCELLENT	GOOD	FAIR	POOR
<b>Comments:</b>					

## II. MASS INTENTIONS

Canon 958 §1. The pastor and the rector of a church or other pious place which regularly receives offerings for Masses are to have a special book in which they note accurately the number of Masses to be celebrated, the intention, the offering given, and their celebration. §2. The ordinary is obliged to examine these books each year either personally or through others.

MASS INTENTIONS INSPECTION		
YES	NO	Are Mass intentions being recorded in a special book(s)?
YES	NO	Are all entries complete: including number of masses to be celebrated, the intention and the offering given, and their celebration.
YES	NO	Mass Intention book(s) have been inspected every year?
YES	NO	Are Mass Intention book(s) being destroyed/shredded once all intentions have been fulfilled and been kept for 2 more years? (Retention: Calendar Year End +2 years) Do they already have this retention policy in place?
<b>Comments:</b>		

## III. PARISH FINANCE AND PASTORAL COUNCIL

Parishes must have an active Parish Finance and Pastoral Council with meeting minutes kept in their archive permanently. Review meeting minutes, note the frequency of the meetings for the past two years.

	Note years kept, number of meetings, reasons for any irregularity.
<b>Parish Finance Council Meeting Minutes</b>	
<b>Pastoral Council Meeting Minutes</b>	
<b>Comments:</b>	

#### IV. PARISH ARCHIVE

In each parish there is to be an archive, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On the occasion of visitation or at some other opportune time, the diocesan bishop or his delegate is to inspect all of these matters. The parish priest is to take care that they do not fall into unauthorized hands. (c. 535 §4)

<b>YES</b>	<b>NO</b>	Does the Parish have a parish archive?
<b>YES</b>	<b>NO</b>	Is the parish archive inventoried?
<b>YES</b>	<b>NO</b>	Are the records kept in a secure space, in a reasonably temperature-controlled environment, two-inches above the ground?
<b>YES</b>	<b>NO</b>	Is the parish archive organized?
Comments:		

#### V. OBSERVATION OF CONDITION AND APPEARANCE OF PROPERTY

The dean is to ensure personal and parish properties are safeguarded (c. 555 §3; c. 555, §1,3 °). This is not the "insurance inspection," but a general observation of the overall condition and appearance of the property.

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>Church</b>				
<b>Rectory</b>				
<b>Parish Hall</b>				
<b>Parking Lot</b>				
<b>School</b>				
<b>Classrooms</b>				
<b>Other buildings:</b>				

1. Is there any work on one or more of the parish structures which is being planned or in need? If so, explain.
2. Are there any additional buildings or structures that are needed?

