

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.

YES	NO	Are all years entered and	l signed/initialed by p	oastor?		
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 b not, why not?	aptized Christians rec	eived into Ful	l Communior	n in the register? I
What is	the general	condition of the registers?	EXCELLENT	GOOD	FAIR	POOR

YES	NO	Are all years entered and signed/initialed by pastor?							
(ES	NO	Entries are in an acid-free bound volume?							
ÆS	NO	Are entries clean of labels, post-it notes, staples, paper clips, or tape?							
ζ ES	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)							
What	is the gener	al condition of the registers?		GOOD	FAIR	POOR			
	omments:								
CC	DNFIRM	ATION REGISTER INSP							
ÆS/	NO	Are all years entered and	signed/initialed by p	pastor?					
ES	NO	Entries are in an acid-free	e bound volume?						
		Are entries clean of labels, post-it notes, staples, paper clips, or tape?							
ΈS	NO	Are entries clean of labels	s, post-it notes, stap	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)					
	NO NO	Are all entries printed, ea	sy to read and comp	olete? (If a requ	uired column	is blank, is there			
TES TES	NO	Are all entries printed, ea	sy to read and compone given" written ir	blete? (If a requ the column)					
ÆS ÆS	NO NO s the genera	Are all entries printed, ea line or written words "no If the diocesan bishop die	sy to read and comp one given" written ir d not preside, is dele	plete? (If a requ the column) gation informa	ation included	1?			
Comm	NO NO s the generation nents:	Are all entries printed, ea line or written words "no If the diocesan bishop die	sy to read and compone given" written ir d not preside, is dele EXCELLENT	plete? (If a requ the column) gation informa	ation included	1?			
TES TES What is Comm	NO NO s the generation nents:	Are all entries printed, ea line or written words "no If the diocesan bishop did Il condition of the registers?	sy to read and compone given" written in d not preside, is dele EXCELLENT	blete? (If a requ the column) gation informa GOOD	ation included	1?			
TES What is Comm MA YES	NO NO s the genera nents:	Are all entries printed, ea line or written words "no If the diocesan bishop did I condition of the registers?	sy to read and compone given" written in d not preside, is dele EXCELLENT	blete? (If a requ the column) gation informa GOOD	ation included	1?			
TES What is Comm MA YES YES	NO NO s the genera nents: ARRIAGE NO	Are all entries printed, ea line or written words "no If the diocesan bishop did Il condition of the registers? REGISTER INSPECTIO Are all years entered and	sy to read and compone given" written ir d not preside, is dele EXCELLENT ON signed/initialed by p e bound volume?	plete? (If a requ the column) gation informa GOOD	ation included	1?			
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ZES What is Comm YES YES YES YES	ARRIAGE NO NO NO NO NO	Are all entries printed, ea line or written words "no If the diocesan bishop did I condition of the registers?	sy to read and compone given" written in d not preside, is dele EXCELLENT ON signed/initialed by p e bound volume? s, post-it notes, stapl sy to read and compone given" written in nclude information is who presided or ma- ion files kept permation	plete? (If a requ the column) gation informa GOOD Dastor? les, paper clips plete? (If a requ the column) about the civil irriage license to nently, organiz	ation included FAIR	POOR POOR is blank, is there he notation			
TES TES What is Comm MA YES YES YES YES YES YES	ARRIAGE NO NO NO NO NO NO	Are all entries printed, ea line or written words "no If the diocesan bishop did l condition of the registers?	sy to read and compone given" written in d not preside, is dele EXCELLENT ON signed/initialed by p e bound volume? s, post-it notes, stapl sy to read and compone given" written in nclude information is who presided or ma ion files kept perman- ding those for conva- ion files complete, e	pation informa gation informa GOOD pastor? les, paper clips plete? (If a requ the column) about the civil about the civil urriage license a nently, organiz lidation? .g. prenuptial of	ation included FAIR , or tape? hired column marriage in t number)? zed, and in arc	POOR POOR is blank, is there he notation chival			

Date of Inspection:

D	EATH RE	GISTER INSPECTION						
YES	NO	Are all years entered and s	Are all years entered and signed/initialed by pastor?					
YES	NO	Entries are in an acid-free	Entries are in an acid-free bound volume?					
YES	NO	Are entries clean of labels,	Are entries clean of labels, post-it notes, staples, paper clips, or tape?					
YES	NO	Are all entries printed, easy or written words "none gi			ed column is	blank, is there a line		
YES	NO	Entries are chronologically	y arranged by death?					
What	is the gener	al condition of the registers?	EXCELLENT	GOOD	FAIR	POOR		
Co	omments:							

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.

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?

III. PARISH FINANCE AND PASTORAL COUNCIL

Parishes must have an active Parish Finance and Pastoral Council with meeting minutes kept in their archive

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1	permanenuy.	. Review meeting	g minutes,	note the free	juency of th	le meetings	for the p	past two y	years.

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

Date of Inspection:

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)

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

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.

	Excellent	Good	Fair	Poor
Church				
Rectory				
Parish Hall				
Parking Lot				
School				
Classrooms				
Other buildings:				

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?

VI. LITURGICAL FURNISHINGS AND VESTMENTS

The dean and pastor's discussion on the general condition of the vestments and liturgical furnishings.

1. Please describe the conditions and needs of the vestments.

2. Please describe the conditions and needs of the liturgical furnishings (chalices, ciboria, altar cloth)?

VII. CLERGY PERSONAL WELL-BEING AND PROPERTY

YES	NO	Do you have an inventory of personal items (vestments, chalices, ciboria, artwork) that are located at the parish with the secretary?
YES	NO	Do you have a Last Will and Testament? Have you submitted a copy to the Office of the Chancellor?
YES	NO	Have you completed the Priest Funeral and Burial Instruction form?
YES	NO	Have you submitted the funeral and burial instruction to the Office of the Chancellor?
YES	NO	Do you have any needs that you feel are not being addressed?
Notes	s:	

Signature of Dean or Delegate

Signature of the Pastor

D

Date

Date

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