



ARCHDIOCESE
— of —
SAN ANTONIO

Dean Parish Inspection Form

IMPORTANT: Please save documents to your computer BEFORE you begin filling them out.

The information that is filled in on your web browser will be lost upon saving. After saving the document to your computer, open it in Adobe Acrobat to fill in your information.

If you are experiencing problems opening or filling in the documents listed below, you might need to [download the latest version of Adobe Reader](#).



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 with room to retrieve without damaging the book? If not, why not:
YES	NO	Do they have an up-to-date inventory of registers completed before an incoming pastor?
YES	NO	Has a copy 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 Handbook for a complete listing of what is required in the registers. Please sign and date each register upon completion of the inspection.

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? **EXCELLENT** **GOOD** **FAIR** **POOR**

Comments:

FIRST EUCHARIST 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)		
What is the general condition of the registers?		EXCELLENT	GOOD	FAIR
Comments:				
CONFIRMATION 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	If the diocesan bishop did not preside, is delegation information included?		
What is the general condition of the registers?		EXCELLENT	GOOD	FAIR
Comments:				
MARRIAGE 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	Convalidated marriages include information about the civil marriage in the notation column (date, place, and who presided)?		
What is the general condition of the registers?		EXCELLENT	GOOD	FAIR
Comments:				

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
Comments:					

II. OBSERVATION OF CONDITION AND APPEARANCE OF PROPERTY

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?

III. 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)?

Signature of Dean or Delegate

Date

Signature of the Pastor

Date

Please send a completed form to the Chancellor and retain a copy for parish records.