



DEAN'S ANNUAL PARISH VISITATION REPORT

STRUCTURAL ALIGNMENT WITH THE
PASTORAL AND ADMINISTRATIVE
PARISH HANDBOOK – *FROM ALTAR TO
OFFICE*

THE DIOCESE *of* RALEIGH
OFFICE OF THE BISHOP

DATE: **APRIL 2026**

This visitation instrument has been organized in reference to the principal pastoral and administrative areas described in the *Pastoral and Administrative Parish Handbook – From Altar to Office*, promulgated for use in the Diocese of Raleigh.

The report follows three principal areas of evaluation:

- Pastoral Mission of the Parish
- Canonical and Administrative Integrity
- Pastoral Assessment for the Bishop

Each section indicates the corresponding chapter or section of the Handbook that provides the normative pastoral framework for the area under review.

Version: 04/2026

PRELIMINARY INSTRUCTIONS

- 1) Visitation by the Dean may be completed anytime during the period July 1 to June 30.
- 2) Completed forms should be placed in a sealed envelope marked “CONFIDENTIAL” and mailed by the Dean to the Office of the Bishop by June 30 of this year.
- 3) Separate Annual Parish Visitation forms should be filled out for each Mission or Station.
- 4) This Form includes all necessary data for the annual *Status Animarum* Report.

PARISH IDENTIFICATION

Deanery: _____ Dean: _____

Parish: _____ Diocesan Account Number: _____

Pastor: _____

Pastoral Administrator: _____

Parish Mailing Address (Street) : _____

(City): _____ (Zip): _____

County: _____

Parish Office Phone: _____ Rectory Phone: _____

Parish E-mail : _____

Parish Web Address: _____

PART I: PASTORAL MISSION OF THE PARISH

This section examines the vitality of the parish's pastoral life, particularly through the celebration of the sacred liturgy, the formation of the faithful, and the presence of ministries that foster evangelization and Christian community.

I.A DIVINE WORSHIP AND SACRAMENTAL LIFE

Reference: Handbook Chapter 4 – *Liturgical and Sacramental Ministry in Parish Life*

The liturgical and sacramental life of the parish is the source and summit of the Church's mission and the most visible expression of ecclesial communion. The priest safeguards this sacred life through reverent celebration, sound pastoral leadership, and fidelity to the norms of the Church.

This section reviews:

- The parish Mass schedule and liturgical participation
- Celebration of the Sacrament of Reconciliation
- Eucharistic adoration and devotional life
- Liturgies celebrated in languages present in the community
- Occasional celebrations conducted in the absence of a priest

1. October count reporting

a. Was the October Count submitted in a timely and complete manner, in accordance with diocesan requirements?

Yes ☐ No ☐

b. Has any of the information previously submitted in the October Count changed (e.g., Mass attendance patterns, demographic distribution, or other relevant data)?

Yes ☐ No ☐

If yes, please specify and describe the changes: _____

Mass schedule : _____

REMINDER:

The October Count should be planned for over two weekends in October. (The form is sent by email to the priest in mid-September.) Ministers of Hospitality or Ushers need to count the number of people attending each Mass that weekend. When tabulating, differentiate between total males, total females, and total children. After finishing, send the signed and sealed form by email to the Chancery at DORChancery@oocdor.org by October 31.

2. Sacrament of Penance (Reconciliation) –

Schedule pertains to day(s). Duration pertains to the interval and time of day during which the celebration of the sacrament is scheduled.

Field	Details
Schedule	_____
Hours of Duration	_____
Approximate number of Penitents per week	_____

3. Are liturgies celebrated in languages other than English? (Specify)

Yes ☐ No ☐

How frequently? _____

4. Are there regular liturgical celebrations for particular groups? (e.g.: Children's Masses)

Yes ☐ No ☐

(Specify) : _____

5. Eucharistic Liturgies in the Absence of a Priest

a. In the past year, how many times has this parish had a Sunday Eucharistic Liturgy in the absence of a Priest? _____

Languages in which this Sunday liturgy was celebrated _____

In the absence of a priest, who presided at this liturgy? _____

b. In the past year, how many times has this parish had a weekday Eucharistic Liturgy in the absence of a Priest? _____

Languages in which this liturgy was celebrated _____

In the absence of a priest, who presided at this liturgy? _____

6. Devotional Activities — Check which apply to this parish

☐ Adoration Frequency: _____

☐ Rosary Frequency: _____

☐ Other _____ Frequency: _____

☐ Other _____ Frequency: _____

7. If a Deacon is assigned to this parish, please attach the Deacon Ministry Memorandum to this document.

I.B LITURGICAL MINISTRIES

(Handbook §4.1 – The Liturgical Life of the Parish)

The priest exercises pastoral leadership in the celebration of the liturgy with the collaboration of trained ministers drawn from the faithful. These ministries support the reverent and orderly celebration of the sacred rites and reflect the cultural diversity of the parish community.

This section reviews:

- The presence and organization of liturgical ministries
- Participation of the faithful in these ministries
- Musical leadership and liturgical music resources

1. Which of the following liturgical ministries are functioning in this parish?

- | | |
|---|---|
| ☐ Liturgy Committee | ☐ Altar Linen Caretakers |
| ☐ Art and Environment | ☐ Lay Presiders |
| ☐ Sacristans | ☐ Altar Servers |
| ☐ Greeters | ☐ Lectors |
| ☐ Ushers | ☐ Cantors/Psalmists |
| ☐ Extraordinary Ministers of Holy Communion (Liturgy) | |
| ☐ Extraordinary Ministers of Holy Communion (Sick/Homebound) | |

Liturgical musicians (accompanists – specify numbers, types of instruments):

Choirs (specify numbers and types):

2. Do all of the ministries have representation from among the faithful and all of the various cultural groups who may be present in the parish? Indicate representation and specify any concerns.

Yes ☐ No ☐

3. When was the last time the liturgical ministers of the parish received training in their Ministries, especially Extraordinary Ministers of Holy Communion with regard to the Diocesan Norms for Extraordinary Ministers of Holy Communion?

I.C LITURGICAL FORMATION

(Handbook Chapter 4 – Liturgical and Sacramental Ministry)

Ongoing formation in the liturgy ensures that both ministers and faithful participate more fully and consciously in the sacred mysteries. Parishes collaborate with the diocesan Office of Divine Worship in fostering sound liturgical formation.

This section considers:

- The formation of liturgical ministers
- Pastoral planning for the implementation of diocesan liturgical norms
- Areas in which diocesan support may assist the parish

1. In what way may the Diocesan Office of Divine Worship be of assistance to the liturgical formation of this parish?

I.D SACRED OBJECTS AND LITURGICAL MATERIALS

(Handbook Chapter 4 – Liturgical and Sacramental Ministry)

The dignity of the sacred liturgy is supported by the proper care of sacred vessels, vestments, liturgical books, and worship materials. Their condition and appropriate use contribute to the reverent celebration of the sacraments.

This section reviews:

- Sacred vessels and their maintenance
- Liturgical vestments
- Liturgical books and ritual texts
- Worship aids used in the parish

Vestments

1. Please check the general condition of the parish vestments:

☐ Excellent ☐ Good ☐ Fair ☐ Poor

2. Do you have vestments that belong to you located at the parish? Yes ☐ No ☐

(If yes, ensure these are properly recorded in the parish inventory.)

Sacred Vessels

3. Are all parish vessels clean and in good repair?

Yes ☐ No ☐

4. Specify what sacred vessels need to be cleaned (with special attention to the Thurible), repaired, disposed of or purchased:

5. Do you have vessels which belong to you located at the parish?

Yes ☐ No ☐

(If yes, ensure these are properly recorded in the parish inventory.)

Worship Aids

6. Are worship aids and/or hymnals in good condition?

Yes ☐ No ☐

(If No, please specify what needs replacement) _____

Liturgical Books

7. Are the Lectionary (all volumes), the Roman Missal, and other ritual books in good condition?

Yes ☐ No ☐

(If No, please specify what needs replacement) _____

I.E CATECHESIS AND FAITH FORMATION

(Handbook Chapter 5 – Faith Formation, Religious and Catholic Education)

Faith formation leads the faithful from knowledge of the faith to active discipleship in the life of the Church. Through catechesis, education, and pastoral accompaniment, the parish nurtures a lifelong journey of conversion and growth in faith.

This section reviews:

- OCIA (Order of Christian Initiation of Adults)
- Children's catechesis
- Adult faith formation programs
- Scripture study and parish formation initiatives
- The presence and vitality of the parish school, where applicable

Formation of Minors

Does your parish have the following formation opportunities for minors (under the age of 18)? If so, how many participated this year?

Program	Participants
Preparation for First Reconciliation/Holy Communion	—
Preparation for Confirmation	—
OCIA for children	—
OCIA for teens	—
Middle School Youth Ministry	—
High School Youth Ministry	—
Vacation Bible School	—
Others – please list:	—

Formation of Adults

Does your parish have the following formation opportunities for adults (18 years of age and older)? If so, how many people participated in each ministry this year?

Program	Participants
OCIA	
— How many catechumens (unbaptized individuals)?	—
— How many candidates (baptized individuals)?	—
Sacramental Preparation for Adults (Confirmation and First Holy Communion)	—
Baptismal Preparation of Godparents	—
Young Adult Ministry	—
Bible Study	—
Men's Group	—
Women's Group	—
Senior's Group	—
Others (please list) _____	—

Ecclesial Movements

– please list (i.e. Knights of Columbus, Legion of Mary, Charismatic Renewal, Cursillo, Knights of St. Peter Claver, Columbiettes, Secular Order Franciscan, Altar Society, Catholic Daughters, etc.):

Movement	Participants
_____	—

Movement	Participants
_____	_____
_____	_____

Hispanic Ministry

Does your parish have the following ministries specifically conducted in Spanish, specifically for the Hispanic community? If so, how many participated this year?

Program	Participants
OCIA	
— How many catechumens (unbaptized individuals)?	_____
— How many candidates (baptized individuals)?	_____
Marriage Preparation – parish based? or diocesan? or both?	_____
Grief/Bereavement support	_____
Healing (Healing Masses, prayer groups, etc.)	_____
Post-Abortion Healing	_____
Pastoral Juvenil	_____
Emmaus Retreat	_____
Escuelas de San Andrés	_____

Ecclesial Movements (please check all that apply):

Movement	Participants
Charismatic Renewal	_____
Alvernia Juvenil	_____
Alvernia Matrimonial	_____
Cursillo de Cristiandad	_____
St. John the XXIII	_____
Others (please list):	
_____	_____
_____	_____
_____	_____

Evangelization

Does your parish have the following evangelization ministries and if so, how many parishioners are involved in carrying them out?

Program	Participants
Parish-based evangelization programs (e.g. Alpha, Christ Life, Reach More, etc.)	___
Parish-based conversion retreat	___
Community evangelization (e.g. outreach to inactive Catholics, door to door, street evangelization, etc.)	___

Parish School

The statistical data regarding Grades, Student Enrollment, and Faculty/Staff is collected annually through the NCEA report.

Has the required NCEA report been submitted in a timely and complete manner?

Yes ☐ No ☐

Has there been any significant change in the areas of Grades offered, student enrollment, or faculty/staff since the most recent NCEA report?

Yes ☐ No ☐

If yes, please specify:

1. Budget

Amount of Parish School Subsidy \$_____

Parish School(s) Subsidized (name each and the amount of subsidy)

2. Tuition and Assistance

Is tuition assistance available? Yes ☐ No ☐

Number of students receiving tuition assistance _____

Number of students attending tuition-free _____

Number of students receiving assistance through the NC Opportunity Scholarship Program _____

3. Advisory Structure

Does the parish school have an Advisory Board? Yes ☐ No ☐

If yes:

Number of members _____

Frequency of meetings _____

Is there representation from the Advisory Board on the Parish Finance Council? Yes ☐ No ☐

4. Sacramental Life of the School

Frequency of Mass for students _____

Frequency of availability of the Sacrament of Penance _____

REMINDERS:

- 1) The School Budget for the Current Fiscal Year is due June 30.
- 2) The School Year End Financial Report for the Current Fiscal Year is due July 31.
- 3) Both 1) and 2) are to be sent to the Diocesan Department of Business Services.

I.F PARISH COMMUNITY LIFE AND MINISTRIES

(Handbook Chapter 3 – Pastoral Care and Evangelization)

The pastoral life of the parish extends beyond sacramental celebration into works of charity, evangelization, and the formation of Christian community. Through ministries and apostolic initiatives, the parish accompanies the faithful in their daily lives and fosters missionary discipleship.

This section reviews:

- Pastoral outreach and charitable ministries
- Marriage preparation and family ministry
- Youth and young adult ministry
- Cultural and linguistic ministries present in the parish
- Parish organizations and apostolic movements

Parish Staff

Parochial Vicar(s): _____, _____, _____

Pastoral Associate(s): _____, _____, _____

Pastoral Administrator: _____

Priestly Minister(s): _____, _____, _____

Deacon(s): _____, _____, _____

Priest(s) in Residence: _____, _____, _____

Pastor Emeritus: _____

Priest(s) living within Parish (e.g. retired, military chaplains, externs, etc.): _____

Religious Communities living within Parish (e.g. Sisters of Charity, Society of Jesus, etc.):

_____, _____, _____

Mission(s) or Station(s) associated with this parish/mission:

DEFINITIONS:

Mission: A definite community of Christian faithful entrusted to a priest as its proper pastor but not yet erected as a parish. A Mission is not seen as permanent: it is a temporary entity on its way, eventually, to becoming a parish.

Station: A place where Mass is offered located within the confines of the parish.

List individually, including designation (mission or station) and location (city and county):

Parish Communities

(check all that apply):

☐ African Ancestry Ministry and Evangelization Network (AAMEN)

☐ Vietnamese Ministry

☐ Korean Ministry

☐ Filipino Ministry

☐ Native American Ministry

☐ Francophone Ministry

☐ Swahili Ministry

☐ Ibo and Nigerian Ministry

☐ Others: _____

Pastoral Care Ministries

Does your parish provide the following pastoral care services (check all that apply):

☐ Marriage Preparation — parish-based? or diocesan? or both?

☐ Grief/Bereavement support

☐ Healing (Healing Masses, prayer groups, etc.)

- ☐ Post-Abortion Healing
- ☐ 12-Step Group (i.e. AA, ALANON, SSA, etc.)
- ☐ Divorce / Separation support
- ☐ Marriage Enrichment
- ☐ Newlywed
- ☐ Parent support
- ☐ Welcoming Newcomers
- ☐ Others: _____

Outreach Ministries

Does your parish provide the following outreach ministries (check all that apply):

- ☐ Hospital Visitation
- ☐ Sick/Homebound Visitation
- ☐ Migrant Workers Outreach
- ☐ Prison Visitation
- ☐ Peace and Justice (i.e. Catholics Against Death Penalty, Laudato Si)
- ☐ Respect Life
- ☐ Food Pantry
- ☐ Bill payment assistance
- ☐ Housing assistance
- ☐ Others: _____

PART II: CANONICAL AND ADMINISTRATIVE INTEGRITY

This section evaluates the structures that safeguard the faithful observance of ecclesiastical law, diocesan norms, and responsible pastoral governance.

II.A LITURGICAL NORMS AND SACRED OBJECTS

(Handbook Chapter 4 – Liturgical and Sacramental Ministry)

The proper arrangement of the sanctuary and the reverent care of sacred objects ensure fidelity to liturgical norms and the dignity of the celebration of the Eucharist.

This section reviews:

- Conformity of the sanctuary with diocesan liturgical norms
- Proper placement and security of the tabernacle
- Custody of the tabernacle key
- Condition of sacred vessels and liturgical books

1. Does the church appear clean (floors swept, walls clean, papers put away, etc.)?

(If No, please explain) Yes ☐ No ☐

2. Is the building accessible to the handicapped? (Specify) Yes ☐ No ☐

3. Where is the key for the Tabernacle kept?

4. Is the Tabernacle area and the altar area clean and well cared for (fresh linens, properly cared for plants and flowers, etc.)? (If No, please explain)

Yes ☐ No ☐

II.B SACRAMENTAL REGISTERS AND ARCHIVES

(Handbook §4.10 – Parish Sacramental Registers)

Accurate sacramental records protect the rights of the faithful and fulfill the canonical obligations of the parish. The priest ensures the prompt and accurate recording of sacramental celebrations and the proper preservation of parish archives.

This section reviews:

- Baptism registers

- Confirmation registers
- Marriage registers
- Death registers
- Prenuptial documentation and archives

(Check those up to date or not located)

Item	Up To Date	Not Located
Baptismal Register	☐	☐
Confirmation Register	☐	☐
Death Register	☐	☐
Marriage Register	☐	☐
Pre and Post Nuptial Archives	☐	☐
Parish Finance Council Minutes	☐	☐
Financial Records	☐	☐
Parish Pastoral Council Minutes	☐	☐
Register/Calendar for Masses to be Celebrated	☐	☐

II.C PARISH GOVERNANCE

(Handbook §§6.2–6.3 – Parish Pastoral Council and Finance Council)

The Parish Pastoral Council assists the pastor in discerning pastoral priorities and mission. The Parish Finance Council supports responsible stewardship of the parish's temporal goods and financial transparency.

This section reviews:

- The existence and functioning of the Parish Pastoral Council
- The existence and functioning of the Parish Finance Council
- The general financial situation of the parish and its ministries

1. Parish Pastoral Council

- Does this parish have a Parish Pastoral Council? Yes ☐ No ☐
- How often has the Parish Pastoral Council met in the past twelve months? _____
- Number of voting, non-staff members on the Parish Pastoral Council _____

d. Do the members of the Parish Pastoral Council serve defined terms (e.g., three or four years, with renewal at the discretion of the pastor)? Yes ☐ No ☐

e. Do the members of the Parish Pastoral Council rotate in accordance with the approved statutes?
Yes ☐ No ☐

2. Parish Finance Council

a. Does this parish have a Parish Finance Council? Yes ☐ No ☐

b. How often has the Parish Finance Council met in the past twelve months? _____

c. Number of voting, non-staff members on the Parish Finance Council _____

d. Do the members of the Parish Finance serve defined terms (e.g., three or four years, with renewal at the discretion of the pastor)? Yes ☐ No ☐

e. Do the members of the Parish Finance Council rotate in accordance with the approved statutes?
Yes ☐ No ☐

f. Are extraordinary expenditures (in accordance with diocesan policy thresholds) reviewed by the Parish Finance Council prior to the execution of contracts? Yes ☐ No ☐

g. Is the parish experiencing any financial difficulty? Yes ☐ No ☐

If yes, explain: _____

h. Is the parish school experiencing any financial difficulty? Yes ☐ No ☐

If yes, explain: _____

i. Are there any un-paid bills in excess of 30 days overdue? Yes ☐ No ☐

If yes, explain: _____

Reminders:

- 1) The School Budget for the Upcoming Fiscal Year is due June 30. Submission: budget@raldioc.org
- 2) The School Year-End Financial Report for the Completed Fiscal Year is due July 31.

Submission: quarterly.reports@raldioc.org

3. Overall Assessment by the Dean

In the judgment of the Dean, do these bodies contribute effectively to the pastoral and administrative life of the parish? Yes ☐ No ☐

Comments:

II.D SAFE ENVIRONMENT COMPLIANCE

(Handbook §6.5 – Safe Environment and Compliance)

The protection of minors and vulnerable adults is an essential dimension of pastoral care. Parishes must ensure full compliance with diocesan policies concerning safe environment training, certification, and supervision.

This section reviews:

- The presence of a Safe Environment team
- Training and certification of volunteers and staff
- Compliance with diocesan policies

1. Safe Environment Team

a. Does this parish have a Safe Environment Team? Yes ☐ No ☐

b. How often has the Safe Environment Team met in the past twelve months? _____

c. How often has Safe Environment training occurred in the last twelve months? _____

d. Number of certified parish personnel/ministries/volunteers:

Level A _____

Level B _____

Level C _____

School Access Compliance:

Has the parish-school community implemented diocesan requirements for access control and Level C verification for individuals with independent access to school buildings? Yes ☐ No ☐

Annual Access Audit:

Was the annual access-key audit completed in August, in accordance with diocesan policy? Yes ☐ No ☐

Who is designated to complete the annual access-key audit for your parish?

Name: _____ Role: _____

School Mass Safety Measures:

Have school Mass safety measures been implemented in a manner consistent with diocesan guidance and canon 1221? Yes ☐ No ☐

If any of the above were answered “No,” please explain the reason(s):

Personnel Files

2. Are the I-9 and Sex Abuse Questionnaires in all employee's personnel file folders? Yes ☐ No ☐
3. Are the Sex Abuse Questionnaires on file for all church and school volunteers who work with minors?
Yes ☐ No ☐
4. Are the Background Check Release Forms and Report on file? Yes ☐ No ☐
5. For PRIESTS: are the following on file in the Vicar General's office:
- a. A current copy of your Advanced Medical Directives? Yes ☐ No ☐
 - b. A current copy of your Last Will and Testament and Funeral Arrangements? Yes ☐ No ☐
6. For PAROCHIAL VICARS: are the following on file in the Vicar General's office:
- a. A current copy of your Advanced Medical Directives? Yes ☐ No ☐
 - b. A current copy of your Last Will and Testament and Funeral Arrangements? Yes ☐ No ☐

II.E PARISH FACILITIES

(Handbook Chapter 7 – Stewardship and Temporal Goods)

Responsible stewardship of parish property supports the mission of the Church and ensures that parish facilities remain suitable for worship, ministry, and community life.

This section reviews:

- The general condition of parish buildings
- The rectory and other parish facilities
- Repairs anticipated in the near future

Prior-Year Recommendations

What repairs or maintenance items were recommended in the previous year to the Dean/Pastor by the Office of Property and Construction, the Pastor, the Dean, or a parish committee?

- A. Church: _____
- B. Rectory: _____
- C. School: _____
- D. Other: _____

Status of Prior-Year Recommendations

Building	Completed	Partially Completed	No Work Done
A. Church	☐	☐	☐
B. Rectory	☐	☐	☐
C. School	☐	☐	☐
D. Other	☐	☐	☐

Current and Upcoming Needs

A. Church: _____

B. Rectory: _____

C. School: _____

D. Other: _____

Financial Provision for Facilities Maintenance

Does the parish maintain a designated reserve for future maintenance and repair needs (e.g., in the Diocese's Deposit and Loan Fund)?

Yes ☐ No ☐

If yes, approximate balance: _____

If no, is there a plan to establish such a reserve?

Yes ☐ No ☐

Comments (optional):

Facilities Maintenance and Diocesan Procedures

Is there evidence that parish facilities receive regular maintenance and that risk-management practices are followed?

Yes ☐ No ☐

Are maintenance, repair, or construction projects carried out in consultation with the Office of Property and Construction and in accordance with diocesan procedures?

Yes ☐ No ☐

If no to any item above, please explain:

Future Facilities Planning

Briefly describe any anticipated needs for renovation, additional space, or property acquisition, including an approximate timeline if known.

Administrative Note: Facilities Maintenance and Future Space Planning

Pest Control and Structural Protection

Parishes are responsible for maintaining their own pest-control contracts and any structural or termite-protection warranties. These matters fall outside the scope of the Dean's visitation and should be handled directly with the Office of Property and Construction.

Future Space or Property Needs

Any anticipated need for additional space, facilities, or property should be communicated directly to the Office of Property and Construction, which oversees diocesan planning. These items are not evaluated as part of the Dean's pastoral review.

Verification

Please confirm that this information has been communicated to the Office of Property and Construction by noting Yes/No below.

Parish has communicated these items to the Office of Property and Construction:

Yes ___ No ___

Parish, School, Rectory, and Priest(s) or Pastoral Administrator (Personal) Inventories

Is there a current and complete inventory of all parish goods, including items located on parish property that are personally owned (e.g. vestments and sacred vessels)? Yes ☐ No ☐

a. Pastor Yes ☐ No ☐ Date of inventory: _____

b. Parochial Vicar Yes ☐ No ☐ Date of inventory: _____

c. Resident Priest Yes ☐ No ☐ Date of inventory: _____

d. Parish Administrator Yes ☐ No ☐ Date of inventory: _____

(If in residence in a parish property)

Date(s) of priest(s) personal inventory: _____

Note on Inventories and Administrative Documentation

In previous diocesan visitation forms, parishes were required to attach detailed inventories of parish, school, rectory, convent, and personal property belonging to clergy or parish administrators, sometimes accompanied by photographic or audiovisual documentation. These materials, along with the corresponding inventory forms available at <https://dioceseofraleigh.org/vicar-general/forms-and-guides-parishes-and-priests> on the diocesan website, continue to be important for diocesan administrative oversight and remain under the competence of the Office of the Vicar General and other administrative departments.

However, in the present integrated Dean's Visitation instrument, such inventories are not required as part of the Dean's pastoral review. These matters pertain primarily to civil administration, property management, and internal compliance procedures, and are therefore handled through established diocesan administrative processes, including periodic audits and specialized reviews. Parishes should continue to submit these inventories directly to the Office of the Vicar General using the appropriate electronic forms, but they are not to be attached to the Dean's visitation report.

This adjustment ensures that the Dean's visitation remains focused on its proper pastoral and canonical purpose: providing the Bishop with a clear and accurate overview of the sacramental life, pastoral vitality, ministerial activity, and governance of the parish community, without duplicating technical administrative procedures already addressed elsewhere.

Parish Vehicles and Transportation Assets

Please provide a list of all vehicles (including trailers) currently in use by the parish. For each vehicle, indicate its purpose and the individual(s) assigned to operate it:

Vehicle	Purpose	Assigned To

Can you confirm that all vehicles (including trailers) are known to the Diocese and covered under the diocesan insurance policy? Yes ☐ No ☐

If no, please explain:

PART III: PASTORAL ASSESSMENT FOR THE BISHOP

The Dean's visitation culminates in a pastoral evaluation intended to assist the Bishop in his responsibility for the governance of the diocese and the care of the faithful.

III.A Life of Priests / Pastoral Administrators

(Use separate sheet if necessary)

1. What ways do you see of improving your ministry here?

2. Does a sharing of resources/ministries exist with other parishes? (specify)

3. What other topics do you recommend for future Deanery Meetings?

4. In what ways can the Dean and/or Diocesan Offices help you in your ministry?

5. Which of the following Diocesan offices have you utilized in the ministry of your parish in the past twelve months? (You may need to consult other staff/volunteers to provide accurate information.)

- | | |
|---|---|
| ☐ Archives and Records | ☐ General Counsel |
| ☐ Business and Fiscal Services | ☐ Human Resources |
| ☐ Catholic Charities | ☐ Benefits |
| ☐ Catholic Schools | ☐ NC Catholic Magazine |
| ☐ Chancery | ☐ Permanent Diaconate |
| ☐ Chief Financial Officer / Chief Administrative Officer | ☐ Property/Construction |
| ☐ Child and Youth Protection | ☐ Information Technology and Data Services |
| ☐ Communications | ☐ Safety and Security |
| ☐ Development and Stewardship | ☐ Tribunal |
| ☐ Divine Worship | ☐ Vicar General |
| ☐ Evangelization and Discipleship | ☐ Vocations |
| ☐ Hispanic Ministry | ☐ AAMEN Ministry |
| ☐ Faith Formation | ☐ Native American Ministry |
| ☐ Marriage Ministry | ☐ Asian and Pacific Islander Ministry |
| ☐ Human Life and Dignity | ☐ Youth Ministry |
| ☐ Young Adult Ministry | ☐ Campus Ministry |

6. Information Technology Compliance

Is your parish and/or school in compliance with all diocesan Information Technology (IT) standards?

☐ Yes ☐ No ☐ I don't know

If no or unknown, please provide any relevant information:

III.B INTERVIEWS AND PASTORAL OBSERVATIONS

(Handbook Chapter 2 – The Parish Priest: Pastor and Administrator)

The visitation normally includes conversations with the pastor, parish staff, and representatives of parish leadership in order to understand the pastoral life of the community and the leadership exercised within it.

For an extended visit, conducted every two years, the Dean will interview the Pastor and the Chairs of the parish Pastoral Council, and Finance Council. In addition, the Dean will interview the following persons, if applicable: Parochial Vicar, Director of Faith Formation, Business Manager, Director of Music and Liturgy, Youth Minister and any other full-time employee. In parishes with a school, the Dean will also interview the Principal and speak with the School Board and a representative number of the faculty, staff and students. In the report of the Dean, names of individuals interviewed are not to be used except with permission from each person interviewed.

The above-mentioned interviews are to be compiled in a report and attached to this form. The report is to begin with summary information regarding the parish, including data from the most current status animarum. A summary of each interview follows and the report then concludes with the personal observations of the Dean. The report is then signed and dated by the Dean and the Pastor and verified as an official copy by the stamp of the Dean. Any additions by the Pastor to the report are to be noted by the Dean.

III.C PASTORAL EVALUATION OF THE PARISH

(Handbook Chapters 3–6)

The Dean provides a pastoral assessment addressing:

- The strengths of the parish community
- Pastoral challenges currently faced by the parish
- Opportunities for growth in mission and ministry
- Areas where diocesan support may assist the parish

Dean's Pastoral Evaluation:

III.D MATTERS REQUIRING THE BISHOP'S ATTENTION

(Handbook Chapters 6–7)

When appropriate, the Dean may identify matters that may require the Bishop's attention or further diocesan consultation.

Matters for the Bishop's Attention (if any):

III.E FINAL OBSERVATIONS OF THE DEAN

(Handbook Chapters 2–3)

The Dean offers a final pastoral reflection on the life, leadership, and mission of the parish community.

Final Observations:

SIGNATURES

Signature of Dean

Signature of Pastor/Pastoral Administrator

Date

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