

## DEAN'S VISIT GUIDELINES 2011



### SPIRITUAL REPORT

1. One Spiritual Report should be prepared for each Parish and Mission (not each worship site).
2. Please check to be sure there is an answer or statistic for each requested response.
3. Where totals are asked for, please make sure that they are correct.
4. Please check the spiritual report for internal consistency. For instance, compare the average communions on a Sunday with the average number of people who attend Mass. Use your judgment to assure each response makes sense.
5. Some pastors have difficulty in reporting the section "Parish Census." The Diocese of Ogdensburg strongly encourages that an up-to-date census be maintained in each parish. The number of individuals and households should equal those that can be accounted for, practicing and non-practicing. The number of envelope sets will often be close to the number of practicing households.
6. In the report on Confirmations, please make sure that the numbers reported are for that parish's parishioners only. Even if the Confirmation took place in another parish, the Confirmation should be recorded in the home parish.
7. *It is imperative for the Church today that all required background checks for employees be completed and that all individuals who are required to do so participate in safe environment programs. Please discuss with each pastor what has been done to fulfill these requirements, something the pastor is testifying to in signing the report.*

### CORPORATION RECORDS

It is required that a meeting of each parish corporation be held at least once a year. The annual Parish Financial Report is to be reviewed at such a meeting. Minutes of each meeting of the corporation must be prepared, and kept in a book for permanent reference. Please review this record book for each parish.

If this record contains an appropriate record of the meeting(s) of the corporation within the last year please write "VIDI" near the last entry, initial the page, and include the date. If the record is not available or up to date please instruct the pastor to resume this practice and be sure that a meeting or meetings are held within the next year and the written record is kept.

### SACRAMENTAL BOOKS

For the review of the sacramental books, please give attention to the following items:

1. **Baptism Record**
  - For each baptism the entry is to be complete.
  - For each baptism an entry is to be made in the index.
2. **Confirmation Record**
  - The entries are to be complete, including the date and place of baptism.
  - The name of the celebrant of the sacrament is to be indicated.
3. **First Communion Record**
  - The entries are to be complete, including the date and place of baptism.
  - The name of the celebrant of the sacrament is to be indicated.
4. **Marriage Record**
  - For each marriage the entry is to be complete.
  - For each marriage an entry is to be made in the index.
  - Each entry must reference the PMI page.
  - Dispensations are to be noted as required.

5. Record of Anointing of the Sick

The entries are to be complete including the date, the name of the person anointed, the location, a notation if the record is of prayers for the deceased not anointing of the sick, and the name of the minister of the sacrament or prayers.

6. Please write "VIDI", the date, and your initials at the last entry in each book.

Please report anything of special note under "Comments." If there are significant deficiencies in the parish records, schedule another appointment with the pastor to review the records after corrections have been made. **Visitors' reports should be forwarded to the dean who will then forward all to the Diocesan Offices by 15 September.**

*7/26/11*