

## VII. PASTOR'S EXIT REPORT

This report is designed as a three part instrument giving as thorough a background as possible of the parish/parish life for the newly appointed pastor. While it cannot cover all aspects of the parish/parish life the information provided will make for a smoother transition of leadership. The following information needs to be in writing unless there is another way it is being conveyed, e.g., face to face discussion.

### PART I - STATE OF THE PARISH REPORT FROM THE PASTORAL COUNCIL

The state of the parish report from the members of the Parish Pastoral Council should include the following:

- 1) A summary of the Pastoral Council meetings from the past year.
- 2) A report from each committee in the parish detailing the role of the committee, boards, current membership list and terms, a summary report of the past years activities and goals for the coming year.
- 3) A detailed report from the Finance Council regarding the financial status of the parish. This report should contain the monthly operating expenses, monthly income, parish debts, copy of the parish budget for the fiscal year ending, copy of the parish budget for upcoming fiscal year. The report should also list all financial institutions the parish has dealings with, parish investments, etc. The report should contain information as to where the parish is at regarding sacrificial giving. This report should also include any specific financial programs the parish is currently undertaking, i.e. Capital Fund Drive.
- 4) The Buildings & Grounds Committee should submit a detailed report making known the condition of all parish property, repairs made in the past year and recommendations for future upkeep.
- 5) The Pastoral Council shall provide guidelines used for the election of members to the council.
- 6) A listing of organizations in the parish used for supportive services: Christian Mothers, Ladies Aid, Catholic Daughters, etc., along with the name of the person heading such organizations.

The following item is not to be read by the outgoing pastor in order to assure an honest evaluation and presentation of legitimate concerns/issues/hurts.

- 7) The Pastoral Council should list any concerns the parish has. What legitimate concerns/issues exist at the present time in the parish? Are there any specific hurts that need to be addressed? What specific issues does the new pastor need to be aware of? It would be the responsibility of the Pastoral Council chairperson to meet with the new pastor to discuss and clarify this part of the report.

## PART II - THE PASTOR'S EXIT REPORT

The Pastor's Exit Report should contain a thorough analysis of the spiritual welfare of the parish community. This report should include a listing of all services available for the spiritual life of parishioners.

### **I. WORSHIP**

- 1) Mass schedule - Sunday, weekdays, holydays.
- 2) Sacrament of Reconciliation schedule with particular mention as to when communal celebrations of the sacrament are held.
- 3) When are baptisms celebrated? What preparation is required? Who does baptismal preparation?
- 4) Does the parish offer a communal celebration of the Sacrament of the Anointing of the Sick? When?
- 5) When and how often is Confirmation celebrated? Describe the preparation program.
- 6) When was the last time the parish had a parish mission/retreat?
- 7) RCIA - status of process in the parish.
- 8) What are the wedding liturgy policies, e.g. who helps plan weddings?

### **II. WORD**

- 1) Status of adult education offered in the parish. Scripture study, Adult Forums, etc.
- 2) What opportunities exist in the parish for furthering spiritual growth: Cursillo, Small Faith-sharing Groups, Spiritual Direction, Koinonia, etc.
- 3) Pastor's involvement in the sacramental programs.
- 4) Status of Religious Education Program, i.e., details of schedule, coordinator(s), materials, etc.
- 5) If there is a school: status of the school, pastor's involvement, etc.
- 6) What is happening in Youth Ministry? Any involvement in TEC? Who coordinates Youth Ministry? What has been happening with the vision of Youth Ministry in relation to RE?

### **III. SERVICE**

- 1) Who prepares couples for marriage? What preparation instrument is used?

- 2) Has the parish been involved in parish-wide service, e.g. Adopt-a-Parish?
- 3) Ministry to the homebound/hospitals/nursing homes.  
-BeFrienders? Stephen Ministry?  
-Other service groups in the parish?

#### IV. ADMINISTRATION

- 1) A listing noting the location of sacramental records, corporate board book, safe combinations, keys to parish buildings.
- 2) If the parish has a cemetery provide information on it.
- 3) Does the parish have contact persons for specific events: funerals, weddings, use of parish hall/facilities. etc.
- 4) Support services: lawn care and snow removal - who is responsible?
- 5) Who are the parish trustees? It would be good for the new pastor to meet them before he begins his official assignment.
- 6) An updated list of the parish census should be provided for the new pastor.
- 7) Special dates: dinners, duck hunters Mass, customs, etc.
- 8) Does the parish tithe?
- 9) Who has direct responsibility for parish finances, i.e., pastor, bookkeeper?

#### V. VOCATIONS

- 1) Vocations: what is the parish doing to promote them? Any men from the parish in the seminary/religious life? Any women from the parish preparing for religious life? Any men from the parish in the permanent diaconate program? List of potential candidates for priesthood/religious life/permanent diaconate.

..

#### PART III - STAFF REPORTS ..

- 1) Each parish staff person should provide a detailed job description, hours, salary and copy of current contract to the new pastor.