Parish Questionnaire

Name of the Parish
Mailing Address
City, State, Zip
Arch/diocese

ID: PASSWORD:

Please provide the following information about this parish. Unless otherwise noted, please include any mission churches or worship sites for which the parish is responsible. If the parish is twinned, clustered, or in some other relationship with one or more other parishes, please respond to the questions only for the parish to which this questionnaire was sent. Please estimate numbers if necessary.

Parish Founding and Physical Plant

1. Year the parish was founded (erected as a parish)
2. Year the present church building was built (main parish church only)
3. Church seating capacity (main parish church only)

Yes  No
4. Is the parish responsible for any “mission” churches?
5. Does the parish have more than one worship site that is used for weekly Sunday/Saturday Vigil Masses?

6. List the name and city of each mission church and/or worship site and its seating capacity.

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<tr>
<th>Name</th>
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<th>Seating capacity</th>
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Has the parish experienced any of the following since January 1, 2005? Check all that apply.

☐ 7 The parish was created (erected) as the result of a merger with at least one other parish.
☐ 8 The parish was clustered, linked, or yoked with at least one other parish.
☐ 9 Parish membership or territory was affected by the erection of a new parish.
☐ 10 Parish membership or territory was affected by the closing or suppression of a parish.

11. If the parish was created (erected) as a result of a merger of parishes since January 1, 2005, indicate the total number of parishes that merged to form the present parish.

Parish Administration

12. The parish is administered by or entrusted to:
   ☐ (a) A pastor or a priest with the faculties of a pastor
   ☐ (b) A team of priests who serve as the pastoral team (in solidum) according to Canon 517.1
   ☐ (c) A parish life coordinator (parish life director, pastoral coordinator, etc.) appointed by the bishop or his delegate according to Canon 517.2*

*Throughout this questionnaire, PLC (parish life coordinator) refers to those to whom a parish is entrusted according to Canon 517.2.
Worship and Sacraments

Indicate the number of the following in the parish:

13. Number of sites at which Sunday/Saturday Vigil Masses are celebrated in a typical week
14. Total number of Sunday/Saturday Vigil Masses each week
15. Total number of weekday Masses each week (Monday through Saturday morning)
16. Total number of persons (adults and children) attending Sunday/Saturday Vigil Masses on a typical weekend in October

Indicate the number of the following celebrated in the parish during 2009 (write “0” if none):

17. Total number of Sunday Celebrations in the Absence of a Priest during 2009
18. Total number of weekday communion services during 2009

19. List the language(s) other than English in which Masses are celebrated and the number of times per month for each language.

<table>
<thead>
<tr>
<th>Language</th>
<th>Number of Masses per month</th>
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Yes  No

□: □. 20. Does the parish have special observances (e.g., feast days, devotions, or other celebrations) for particular ethnic or cultural groups in the parish?

21. If yes, please describe:

___________________________________________________________________________

Indicate the total number of sacraments or rites celebrated in the parish in each category during 2009:

22. Baptisms of infants or children (up to 7 years of age)
23. Baptisms of youth and adults (over 7 years of age)
24. Receptions into full communion (for those baptized into another Christian tradition)
25. First Communions
26. Confirmations
27. Marriages between two Catholics
28. Inter-church Marriages (one spouse Catholic, the other from another Christian tradition)
29. Inter-faith Marriages (one spouse Catholic, the other from a non-Christian tradition)
30. Funerals

Composition of the Parish Community

31. Number of registered families/households
32. Number of individual registered parishioners (adults and children)

33. If the parish regularly serves a significant number of Catholics who are not registered in the parish, please describe and explain.

___________________________________________________________________________

___________________________________________________________________________
34. Estimate the percentage of registered parishioners in each category (should sum to 100%):

______% (a) White
______% (b) Black, African American, or African
______% (c) Asian, Native Hawaiian, or other Pacific Islander
______% (d) American Indian or Alaska Native
______% (e) Hispanic or Latino(a)
______% (f) Other: _________________________________________________________________

35. List the particular ethnic or cultural groups that are served by the parish.

36. Estimate the percentage of registered parishioners in each category (should sum to 100%):

______% (a) Children and adolescents (under age 18)
______% (b) Young adults (age 18 to 39)
______% (c) Middle aged (age 40 to 64)
______% (d) Seniors (age 65 and older)

Parish Ministries, Programs, and Services

Does the parish provide or offer the following ministries, programs, or services? Check all that apply.

☐ 37 Religious education/faith formation/catechesis for children

☐ 38 Religious education/faith formation/catechesis for adolescents

☐ 39 Adult faith formation

☐ 40 Whole family/intergenerational catechesis

☐ 41 Sacramental preparation

☐ 42 Marriage preparation

☐ 43 RCIA

☐ 44 Evangelization

☐ 45 Youth ministry

☐ 46 Young adult ministry

☐ 47 Ministry to elderly/senior citizens

☐ 48 Ministry to persons with disabilities

☐ 49 Ministry to infirm or homebound

☐ 50 Ministry to bereaved

☐ 51 Ministry to divorced/separated

☐ 52 Social services to meet individual needs

☐ 53 Social action to educate or effect change

☐ 54 Other: _________________________

55. If the parish provides ministry, programs, services, and/or outreach to any specific ethnic or cultural groups, list the group(s) and the programs offered (do not include Masses and/or other special observances reported in the “Worship” section above).

56. List the language(s) (other than English) in which other parish ministries, programs, services, and/or outreach are offered (do not include Masses and/or other special observances reported in the “Worship” section above).
Parish Consultative Bodies

Yes  No
☐  ☐  57. Does the parish have a Parish Pastoral Council?  *If no, skip to question 66.*

_______ 58. Number of members who serve on the Parish Pastoral Council (including *ex officio*)

How are these members selected to serve on the Parish Pastoral Council? *Check all that apply.*
☐  Elected at large
☐  Discerned from a group of candidates
☐  Appointed by the pastor/PLC
☐  Representative members sent by parish organizations or committees
☐  Serving *ex officio* (e.g., pastor, parish staff)
☐  Chosen in some other way

65. How frequently does the Parish Pastoral Council meet?  *Check only one category.*
☐ (a) Monthly  ☐ (d) Semi-annually
☐ (b) Bi-monthly  ☐ (e) Annually
☐ (c) Quarterly  ☐ (f) Other: ____________________________________________

Parish Finance Council

Yes  No
☐  ☐  66. Does the parish have a Parish Finance Council (Canon 537)?  *If no, skip to question 74.*

_______ 67. Number of members who serve on the Parish Finance Council (including *ex officio*)

How are these members selected to serve on the Parish Finance Council? *Check all that apply.*
☐  Solicited by the pastor/PLC
☐  Nominated or recommended by the current Parish Finance Council
☐  Nominated or recommended by the Parish Pastoral Council
☐  Nominate themselves in response to an open call
☐  Serving *ex officio* (e.g., pastor, parish staff)
☐  Chosen in some other way

74. How frequently does the Parish Finance Council meet?  *Select only one category.*
☐ (a) Monthly  ☐ (d) Semi-annually
☐ (b) Bi-monthly  ☐ (e) Annually
☐ (c) Quarterly  ☐ (f) Other: ____________________________________________

Parish Budget and Offertory Collections

$___________ 75. Annual operating revenue for the most recent fiscal year (exclude school)
$___________ 76. Annual operating expenses for the most recent fiscal year (exclude school)
$___________ 77. Average total weekly offertory collection (exclude special collections, building fund, etc.)

Yes  No
☐  ☐  78. Does the parish have a parish school?
☐  ☐  79. Does the parish support a regional school?
_______% 80. Percentage of the total parish budget used to support the parish and/or regional school
Parish Change since January 1, 2005

Please estimate the following in the parish five years ago, i.e., in 2005:

81. Number of registered families/households
82. Number of individual registered parishioners
83. Total number of persons (adults and children) attending Sunday/Saturday Vigil Masses on a typical weekend in October
84. Annual operating revenue (exclude school)
85. Annual operating expenses (exclude school)
86. Average total weekly offertory collection (exclude special collections, building fund, etc.)

Estimate the percentage of parishioners in each category five years ago, i.e., in 2005 (should sum to 100%):

(a) White
(b) Black, African American, or African
(c) Asian, Native Hawaiian, or other Pacific Islander
(d) American Indian or Alaska Native
(e) Hispanic or Latino(a)
(f) Other: _________________________________________________________________

Estimate the percentage of parishioners in each category five years ago, i.e., in 2005 (should sum to 100%):

(a) Children and adolescents (under age 18)
(b) Young adults (age 18 to 39)
(c) Middle aged (age 40 to 64)
(d) Seniors (age 65 and older)

Multiple Parish Ministry

Please respond to the following questions only if the pastor, PLC (Canon 517.2), or pastoral team (Canon 517.1) is responsible for more than this one parish. If not, skip to the section on Pastor, Priests, Deacons, and Parish Pastoral Staff on Page 7.

89. Total number of parishes for which the pastor, PLC, or pastoral team is responsible
90. Year the parish began sharing a pastor, PLC, or pastoral team with at least one other parish
91. Distance (in miles) between the two parishes that are the farthest apart
92. Distance (travel time in minutes) between the two parishes that are the farthest apart

Yes No
□ 93. Does the pastor, PLC (Canon 517.2), or pastoral team (Canon 517.1) reside in the parish?

94. What is the arrangement between or among these parishes called? Select only one category.
   □ Linked
   □ Twinned/paired
   □ Clustered
   □ Sister parishes
   □ Yoked
   □ Other: _________________________________________________________________
95. List the name, city, and size (number of registered families/households and/or number of individual registered parishioners) of each of the other parishes.

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<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>Families/households</th>
<th>Parishioners</th>
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In addition to the pastor, PLC, or pastoral team, does the parish share any of the following with any of the other parishes? Check all that apply.

- [ ] Deacon(s)
- [ ] Other paid staff
- [ ] Volunteers
- [ ] Communications (e.g. bulletin, website)
- [ ] Inter-parish pastoral council/committee
- [ ] Inter-parish finance council/committee
- [ ] Other ministries, programs, or services
- [ ] Other: _______________________

If the parish shares ministries, programs, or services, please indicate which programs the parishes share. Check all that apply.

- [ ] Religious education/faith formation/ catechesis for children
- [ ] Religious education/faith formation/ catechesis for adolescents
- [ ] Adult faith formation
- [ ] Whole family/intergenerational catechesis
- [ ] Sacramental preparation
- [ ] Marriage preparation
- [ ] RCIA
- [ ] Evangelization
- [ ] Youth ministry
- [ ] Young adult ministry
- [ ] Ministry to elderly/senior citizens
- [ ] Ministry to persons with disabilities
- [ ] Ministry to infirm or homebound
- [ ] Ministry to bereaved
- [ ] Ministry to divorced/separated
- [ ] Social services to meet individual needs
- [ ] Social action to educate or effect change
- [ ] Other: _______________________

Please use the position titles listed on the enclosed sheet to assist in completing the grid on the next page of this questionnaire.

In the event it is necessary for CARA to contact you for clarification about the data reported here, please supply the following information.

Person Completing the Survey: _____________________________________________________

Telephone: ___________________________ E-mail: ___________________________________
Pastor, Priests, Deacons, and Parish Pastoral Staff

Using the grid below, list the name of the pastor/priest administrator or PLC, all priests and deacons who assist in the parish on a regular basis, all paid parish (not school) staff, and all volunteers who work for the parish for at least 20 hours in a typical week. Exclude staff members who work only in the school. Moving horizontally across the grid, provide the information requested for each clergy or staff member. All information will be kept confidential. You can reproduce this page for additional people if necessary.

<table>
<thead>
<tr>
<th>Name of Priest, Deacon, or Staff Person</th>
<th>Position</th>
<th>Hours per Week</th>
<th>Months per Year</th>
<th>Frequency of Pay</th>
<th>Amount of Pay</th>
<th>Benefits</th>
<th>Ecclesiastical Status and Gender</th>
<th>Race/Ethnicity</th>
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<td>Last Name, First Name</td>
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<td>Include ecclesial title if applicable, e.g., Msgr., Fr., Sr.</td>
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Survey Position Titles With Brief Descriptions

Pastoral Leadership Positions
1. **Pastor/Administrator**: Priest responsible for directing and implementing all aspects of parish life -- sacramental, liturgical, educational, ministerial, financial, and administrative, etc.
2. **Associate Pastor/Parochial Vicar**: Priest who assists Pastor in certain aspects of parish life, especially sacramental, liturgical, educational, ministerial, etc.
3. **Permanent Deacon**: Provides unpaid service to parish by assisting in sacramental ministry (deacon at Mass, preaching, and other sacraments), assisting poor, visiting sick & prisoners, etc. (Indicate paid ministry with positions listed below.)
4. **Parish Life Coordinator (Canon 517.2)**: In lieu of a priest pastor/administrator, coordinates the daily pastoral care of a parish including sacramental, liturgical, educational, ministerial, financial, and administrative functions.
5. **Parish Administration & Ministry Director**: Directs both pastoral ministries & administration (office, facilities and business functions) under general oversight of a priest pastor or priest administrator. Includes supervision of staff.
6. **Pastoral Ministry Director**: Direct the pastoral ministries of a parish under general oversight of a priest pastor or priest administrator. Includes supervision of staff.

Pastoral Ministries Positions
7. **Pastoral Associate/Assistant**: Serves as chief assistant to pastor in a parish, coordinating several parish activities and programs.
8. **Pastoral Minister**: Responsible for narrow range of pastoral duties under the direction of pastor, pastoral associate or other staff member. Provides direct services for several ministry areas or for a single ministry.
9. **Family Life Director**: Oversees & directs large and active parish family life ministry program including counseling, referral, educational programs and services covering full range of family ministry.
10. **Family Life Coordinator**: Facilitates, coordinates and conducts parish family life ministry program activities. May supervise volunteers.
11. **Pastoral Counselor**: Provides individual and/or group counseling to assist parishioners achieve more effective personal, social, religious, educational development.
12. **Parish Nurse**: Performs a wide variety of health care activities including health education, skilled nursing care, CPR and first aid as needed. Requires licensure as Licensed Practical Nurse.
13. **Senior Ministry Coordinator**: Coordinates and conducts parish social, educational, spiritual and physical services to active senior adults. Identifies, implements and coordinates activities.
14. **Pastoral Care Director**: Directs parish pastoral care ministry to sick, elderly, homebound and bereaved parishioners and families. Recruits, trains, & evaluates paid & volunteer ministers.
15. **Pastoral Care Coordinator**: Coordinates and conducts outreach to persons who are homebound, disabled and/or ill. Recruits, screens, trains, and supports volunteers and/or parishioners.
16. **Social Ministry Director**: Oversees & directs large & active parish social ministry program with service, education, advocacy and action components covering full range of social ministry.
17. **Social Ministry Coordinator**: Coordinates and provides direct services in a small parish social ministry program or in one or more components of a large, parish social ministry program.
18. **Youth Ministry Director**: Directs comprehensive Youth Ministry Program, including catechetics, spiritual formation, active worship, leadership training & service opportunities. May minister to young adults.
19. **Youth Ministry Coordinator**: Coordinates and conducts youth ministry program including spirituality, liturgy, guidance, and social action (often without responsibility for youth catechesis). May minister to young adults.
20. **Youth Minister**: Coordinates specific segment of a total youth ministry program and provides direct ministry to youth. May supervise volunteers. May be filled by those training for Youth Ministry field.
21. **Young Adult Ministry Coordinator**: Coordinates the evangelical outreach, pastoral ministry, and catechesis to young adults in college and/or those in their twenties and thirties.

Religious Education Related Positions
22. **Catechetical Ministry Director**: Directs a comprehensive religious education program including Christian formation for adults, teens, & children. Supervises staff & volunteers. Requires Master's Degree.
23. **Catechetical Ministry Coordinator**: Coordinates and conducts parish religious education programs, primarily with published resources and volunteers. Requires Bachelor's Degree.
24. **Catechetical Ministry Assistant**: Implements and provides administrative support for small religious education program or one facet of large religious education program.
25. **Adult Faith Formation Director**: Directs, facilitates and conducts a number of adult faith activities and programs in a parish. Responsible for budget preparation and training of volunteers. May minister to young adults.
26. **Adult Faith Formation Coordinator**: Conducts and implements adult faith activities and educational programs in a parish, serving as contact and resource for small groups. May minister to young adults.
27. **Sacramental Preparation Director**: Directs all aspects of formation and preparation of children & parents for sacraments of Baptism, Reconciliation, Eucharist & Confirmation and couples for Marriage.
28. **Sacramental Preparation Coordinator**: Coordinates and conducts sacramental preparation activities for Reconciliation, Eucharist and Confirmation as well as for children's baptism and marriage.
29. **RCIA Director**: Directs RCIA program/process. Recruits & trains team. Oversees entry of potential Catholics, recruitment of candidate sponsors, catechesis of participants, and liturgical celebrations in year-round program.
30. **RCIA Coordinator**: Coordinates/conducts parish RCIA process including team assignments, recruitment and religious formation of candidates, and coordination of RCIA liturgical activities.
31. **Library / Media Center Coordinator**: Administers small parish and/or school library or media center. May supervise volunteer staff.
Liturgical and Music Positions

32 **Director of Liturgy & Music:** Directs comprehensive liturgy and music program for full liturgical cycle, including special liturgical events, multiple choirs, liturgy teams / committees, training/scheduling, and program / event evaluation.

33 **Liturgy Director:** Designs & coordinates full liturgical program including liturgical seasons, special liturgical events, liturgy committees, worship environment, scheduling presiders and other liturgical ministers.

34 **Liturgy Coordinator:** Coordinates parish liturgies. May include planning, scheduling (lectors, ministers, ushers, etc.), opening and closing church, set up for Mass and sacraments, supervision of volunteers.

35 **Sacristan:** Sets up vestments, books, candles, and other liturgical materials in church to prepare for ceremonies. Monitors maintenance & cleanliness of church facilities. Maintains inventory of supplies.

36 **Music Director:** Plans and coordinates comprehensive music program including several choirs/musician groups, supervision & training of musicians/cantors & special music performances.

37 **Music Coordinator:** Plans and coordinates parish music including scheduling musicians at parish liturgies, leading/accompanying music for liturgical services & coordinating musical ensembles.

38 **Liturgal Musician:** As cantor, organist, guitarist, etc, leads / accompanies assembly for musical component of liturgies and other services. May select music, teach music to assembly, and lead volunteers.

Business/Administrative Positions

39 **Business Administrator:** Delegated by Pastor to administer finance, human resources, development, communications, technology, purchasing, and facilities functions in parish. Includes supervision of staff.

40 **Business Manager:** Manages many administrative functions in parish. Typically supervises support and maintenance staff and personally performs more complex administrative duties.

41 **Business Coordinator:** Manages limited range of administrative functions. Often handles finances, prepares financial reports/statements and assists with annual audit. Little or no supervisory responsibility.

42 **Bookkeeper:** Maintains records for general ledger, subsidiary ledgers, payroll, accounts receivable, accounts payable, other accounts and current financial information on all funds.

43 **Account Clerk:** Performs more routine accounting clerical, data entry and bookkeeping functions. May utilize accounting computer program to process and keep records.

44 **Development/Stewardship Coordinator:** Coordinates & implements parish fundraising and stewardship program including stewardship education, coordination of fundraising activities, and special events.

45 **Volunteer / Parish Involvement Coordinator:** Coordinates and conducts volunteer program including such volunteer management techniques as needs assessment, time & talent survey, volunteer training, & background checks.

46 **Information Technology Coordinator:** Provides technical support for personal computer & system network, including hardware & software installation, system backups, troubleshooting & computer user training.

47 **Website Coordinator:** Maintains accuracy of web site content. Develops and designs web pages using Internet and website software. Writes, edits, codes, and publishes site changes and additions in timely manner.

Office & Support Positions

48 **Office Staff Supervisor:** Supervises two or more full-time office support staff employees and may supervise volunteers. Personally performs more sensitive, difficult, and complex office functions as described in the Office Manager position.

49 **Office Manager:** Performs sensitive & complex office functions, e.g., maintains office systems, schedules & monitors staff hours and facility usage, coordinates keys & petty cash, Executive Secretary functions. May supervise volunteers.

50 **Executive Secretary:** Assists Pastor with administrative functions (parish council, parish budget, sacramental records, personnel matters, keys, petty cash, etc.) and with secretarial functions (correspondence, calendar, other office needs).

51 **Administrative Assistant / Secretary:** Performs administrative support, secretarial, clerical, and record keeping duties. May include typing of reports, correspondence, & weekly bulletin; processing mail, entering data, greeting visitors, etc.

52 **Receptionist:** Performs general receptionist tasks including greeting/referring visitors & telephone callers, taking messages, distributing mail and performing general clerical work as time permits.

53 **Office Assistant:** Performs routine clerical tasks such as distributing mail, data entry, typing, file maintenance, photocopying and duplicating of materials. Requires no previous experience.

Facilities Positions

54 **Facilities Maintenance Supervisor:** Supervises maintenance, renovation and upkeep of buildings & grounds. Supervises maintenance & grounds employees. May oversee outside contractors.

55 **Facilities Maintenance Coordinator:** Coordinates maintenance of buildings & grounds through volunteers, seasonal help and outside contractors. Personally performs many maintenance functions.

56 **Maintenance Worker:** Performs maintenance of buildings and grounds including semi-skilled carpentry, plumbing, electrical, painting and other maintenance and repair work.

57 **Groundskeeper:** Maintains parish grounds by caring for lawn, trees, shrubs, and flowers; mowing, trimming, raking, and watering; ice & snow removal; and collecting and disposing of leaves and litter.

58 **Maintenance Helper/Custodian:** Performs cleaning, facility set up, hauling and moving of equipment, mowing, raking and watering of grounds, ice and snow removal, and minor maintenance tasks.

59 **Housekeeper/Janitor:** Maintains church and other buildings in clean and orderly manner, including dusting, vacuuming and waxing of floors, cleaning bathrooms, washing windows and trash removal.

60 **Rectory Housekeeper/Cook:** Provides cleaning, cooking and/or laundry services for persons living in rectory.

Other Parish Positions

61 **Other:** (Please specify Position Title and brief summary of duties.)