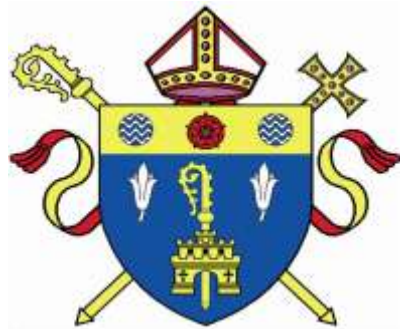


THE DIOCESE OF LANCASTER



**PARISH VISITATION
2018**

INFORMATION FORM

Parish.....

Date of Visitation.....

**This form should be completed and collated by the Parish Priest, in collaboration with other Parish Clergy and the Parish Pastoral Council.
It should be returned to the Bishop at least TWO WEEKS before the date fixed for the Pastoral Visit.**

This document is available to download in Word or as a PDF from the diocesan website: <http://www.lancasterdiocese.org.uk/useful-information/our-useful-documents/>

GUIDANCE FOR PARISH PRIESTS

6 December 2017

Dear Father,

The following Visitation Form (for 2018) is provided in order to provide me with some ready information about the parishes of the Diocese and to serve as a 'snapshot' and point of reference for the actual Visitation itself.

Hopefully there will be the opportunity for you to consult widely before this form is completed and returned to me at least 2 weeks prior to the Visitation, along with a **proposed timetable** for the Visitation which should include:

- The opportunity for me to meet individually with the priests and deacons working in the parish and discuss with them their ministry and well-being.
- The Sacrament of Confirmation should preferably take place during the Visitation. Please send me your proposed booklet including a note of the numbers and ages of the candidates 2 weeks before the Visitation. If Confirmation at this time is not possible, a celebration of the Sacrament can take place at a later time - if you have 12 candidates or more. Alternatively, you might like to join a neighbouring parish which is due to celebrate the Sacrament.
- Meeting with the people and the Parish Pastoral Council socially - after Mass.
- Visiting the primary school - if they have not had a visit from me in the last 3 years - (if you have 2 schools I will visit both on the Monday - one in the morning and one in the afternoon). **I will leave you to arrange this with the schools themselves.**
- Visiting sick parishioners - along with you - on the Sunday afternoon.

I shall normally arrive in time for Saturday evening Mass and Confessions and leave after lunch on the Monday. If there is no Saturday evening Mass then I shall arrive in time for the first Mass of Sunday. There will **not** normally be a need for me to stay overnight with you.

As part of the more formal dimension of the visit, I shall need to review the following registers which the Dean will have signed beforehand: Baptism, Confirmation, Reception of Adults and Marriage. Also; the Funeral Register, the record of Mass stipends and the parish accounts, budget and covenant records.

Many thanks for all your help and I look forward to visiting your parish(es) in the coming year.

As ever in Christ,

+ Michael Campbell OSA

✠ Michael G Campbell OSA
Bishop of Lancaster

1. PARISH WORSHIP AND LITURGY

a. Sunday Mass

- **Please indicate the times of each Mass and the approximate attendance at each.**

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- **Could you manage or would it be desirable to reduce the number of Sunday Masses?**

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- **Is there a children’s liturgy at each celebration?**

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- **Is Holy Communion distributed under both kinds?**

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b. Weekday Mass

- **Please indicate the usual times for weekday Masses and the approximate attendance.**

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- **Is Holy Communion distributed under both kinds?**

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- c. Eucharistic devotion:** Please state on what occasions this occurs and what is the response.

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d. Sacrament of Reconciliation: Please indicate the times when this is available.

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e. Is there an opportunity for the people of the parish to pray the Divine Office?

Please give details.

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f. Other liturgies and devotions (e.g. Rosary, Novenas, and Stations of the Cross): Please give details:

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2. CATECHESIS FOR THE SACRAMENTS

What preparation is done for the following? :

a. Infant baptism

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b. First Reconciliation for children

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c. First Eucharist

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d. Confirmation – how long is this course of preparation?

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Will there be confirmation during the Visitation?

How many candidates will there be and what are their ages?

e. Christian Initiation for Adults

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f. Ongoing formation for the Sacrament of Reconciliation

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g. Marriage

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h. Anointing of the Sick

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3. FORMATION FOR PARISH MINISTRY

Please indicate the way in which the following groups are trained within the parish and whether this is done on a parish, deanery or diocesan basis – also when this last took place and by whom.

a. Extraordinary Ministers of Holy Communion:

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b. Readers:

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c. Catechists:

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d. Leaders of Children’s Liturgy:

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e. Musicians:

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f. Altar Servers:

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4. PARISH LIFE

a. Parish Finance Committee (Required in Canon Law)

Secretary:

The names of other members:

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Has the Parish any parish financial problems?

b. Parish Pastoral Council

Chair:

Date of appointment/election:

Secretary:

How is the council composed?

How frequently does it meet?

Are there any subcommittees?

Please give details:

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c. Parish groups: Please indicate the nature and membership of groups and organisations in the parish according to the following categories:

Liturgy:

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Apostolic: (groups and societies which engage in works of charity and work for others)

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Social:

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Justice and Peace:

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Ongoing Adult Formation:

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Youth:

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The Poor:

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Others:

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d. Composition of the parish: Please describe the general composition of the parish (social, economic, ethnic religious), noting any changes since the last Visitation.

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e. Recent Changes/Trends in the Parish: Please indicate any recent changes or trends in the parish that are likely to affect its development.

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f. Ecumenism: How is the parish fostering ecumenism?

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g. Interfaith: How is the parish involved in fostering good relations with people of other faiths?

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h. Safeguarding:

i) Name of Parish Representative:
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Date of appointment:

Date of last training received:

ii) Name of Parish Representative:
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Date of appointment:

Date of last training received:

In accordance with the Diocesan policy, are your entire parish safeguarding files kept in a secure place in the presbytery?

5. EDUCATION

a) List the Catholic schools & colleges within your parish with the number of children on roll:

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b) What are the names of the RE schemes used in these schools –primary and secondary?

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c) How would you describe the relationship between the parish and the schools? Who are the key-players?

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6. VOCATIONS TO THE PRIESTHOOD AND RELIGIOUS LIFE

○ **What steps are being taken in the parish to promote these vocations?**

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- **Has anyone entered seminary/religious life from the parish in the last 5 years?**

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- **Is anyone from the parish presently discerning a vocation to the above?**

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7. FOLLOWING *FIT FOR MISSION*? HOW HAS YOUR PARISH DEVELOPED ITS LINKS WITH NEIGHBOURING PARISHES?

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8. WHAT SACRAMENTAL & MISSION INITIATIVES HAVE BEEN INTRODUCED SINCE THE *FIT FOR MISSION*? INITIATIVE WAS LAUNCHED IN MARCH 2007

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9. DO YOU WISH TO DISCUSS ANY PARTICULAR ITEMS WITH THE BISHOP DURING HIS VISITATION?*

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*** N.B. Specific Parish Finance & Property Matters should be addressed in the first place to the Diocesan Trustees - in writing.**

10. ANY OTHER COMMENTS:

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11. PARISH STATISTICS

Please provide the following statistics, indicating where possible the figure at the last Visitation.

	NOW	<i>LAST VISITATION</i> _____ <i>Insert Year</i>
Estimated Catholic Population		
Sunday Mass Attendance		
Number of Sunday Masses		
Church Seating Capacity		
Readers		
Eucharistic Ministers		
Catechists		
Altar Servers		
Other Ministers		
The following are for the last full calendar year:		
Baptisms		
First Communions		
Confirmations		
Adult Receptions		
First Confessions		
Weekly Penitents		
Penance Services		
Anointings		
Services for the Sick		
Marriages		
Funerals		

Signature of Parish Priest:.....

Date form submitted:

CONFIDENTIAL VISITATION FORM
PARISH PRIEST

- **Name:**
- **Parish:**
- **Email address:**

- **Are you taking days off?**
- **Attending deanery conferences?**
- **Clergy retreat/recollection days?**
- **In-Service training courses?**
- **Do you have any diocesan/deanery responsibilities?**
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- **When did you last have a medical check-up?**
- **Have you an up-to-date personal inventory and given a copy to the Dean?**
- **What system of housekeeping do you have?**
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- **Have you made a will?**
- **Where is it kept?**
- **Next of Kin Contact details:**
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.....
- **Issue Date of DBS Check?**
- **Any other comments?**

CONFIDENTIAL VISITATION FORM
ASSISTANT PRIEST

- **Name:**
- **Parish:**
- **Email Address:**

- **Do you have a particular area of the parish to visit?**
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- **What is your role in programmes of sacramental preparation?**
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- **What other responsibilities do you have in the Parish?**
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- **How often do you visit the School/Hospital/Nursing Home?**
 - i. **School:**
 - ii. **Hospital:**
 - iii. **Nursing Home:**

- **Are you taking days off?**
- **Attending deanery conferences?**
- **Clergy retreat/recollection days?**
- **In-Service training courses?**

- **Have you made a will?**
- **Where is it kept?**
- **Next of Kin Contact details:**
.....
- **Do you have any diocesan/ deanery responsibilities?**
.....
- **When did you last have a medical check up?**
- **Issue Date of DBS check?**
- **Any other comments?**
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CONFIDENTIAL VISITATION FORM
PERMANENT DEACON

- **Name:**
- **Parish:**
- **Email Address:**
- **Date of Birth:**
- **Address:**
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- **Telephone Number:**
- **Family Members (if Married):**
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- Next of Kin Contact details:**
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- **Are you still employed in a secular job?**
- **Describe your ministry in the parish:**
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- **Are you attending study days, retreats etc?**
- **Issue Date of DBS check:**
- **Any other comments:**
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