

## IV. The Dean in the Diocese of Crookston

### A. The Person of the Dean

1. The Dean shall be a pastor or an administrator of a parish and/or mission, and shall reside within the deanery.
2. The Dean may be either a diocesan or a religious priest.

### B. The Ministry of the Dean

#### 1. Pastoral

- a. The Dean should promote fellowship, prayer and continuing education among the priests.
- b. He should welcome priests newly appointed to his deanery in some suitable way, e.g., a dinner for the priests of the deanery.
- c. He should inform the Bishop of a priest's illness or hospitalization, and see to it that the sick priest is receiving due care.
- d. In consultation with the Bishop, he should make the arrangements for a priest's funeral, and secure the parish belongings in case of a pastor's death.

#### 2. Administrative

- a. The Dean shall annually visit each parish and mission during the period from October 1 to November 30.
- b. He shall be guided in this visitation by the form, which follows these pages.
- c. After the Dean's visitation, he shall submit by December 15 a completed form to the Bishop, offering his own observations.

#### 3. Liaisonal

- a. The Dean shall have access to the Bishop at any convenient time to discuss pastoral and administrative matters in the deanery.
- b. The Deans shall meet with the Bishop at least annually to review their role and ministry.

### C. Election of the Dean and Term of Office

1. In a manner and at a time to be determined by the Bishop, the Bishop may request a preferential vote of the priests of each deanery as to their choice for Dean.
2. The Dean's term of office shall be for three years, though the Bishop may remove a Dean at any time.

Form for Parish Visitation by the Dean

Date of Visit \_\_\_\_\_

Name Parish or Mission \_\_\_\_\_

Place of Parish or Mission \_\_\_\_\_

Name of Pastor \_\_\_\_\_

(INSTRUCTIONS TO THE DEAN: PLEASE RESPOND TO THESE QUESTIONS ONLY AFTER YOU HAVE ACTUALLY SEEN THE RECORDS, FACILITIES, ETC., AND THEN INITIAL THE APPROPRIATE BOOKS.)

I. MATTERS LITURGICAL (Annually)	YES	NO
A. Does the parish/mission have the proper liturgical books for the celebration of the Holy Eucharist and the other Sacraments <i>Including adding St. Joseph to the Eucharistic Prayers?</i>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are the sacred vessels and other appointments (chalice, ciborium, vestments, furniture, etc.) in keeping with the dignity of the Eucharist and the other Sacraments?	<input type="checkbox"/>	<input type="checkbox"/>
C. Reconciliation Rooms		
Is there a Bible in the reconciliation room?	<input type="checkbox"/>	<input type="checkbox"/>
Candle?	<input type="checkbox"/>	<input type="checkbox"/>
Crucifix?	<input type="checkbox"/>	<input type="checkbox"/>
Art work?	<input type="checkbox"/>	<input type="checkbox"/>
Is the room cluttered in any way?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, with what? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the reconciliation room handicapped accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fixed grill?	<input type="checkbox"/>	<input type="checkbox"/>
Does the grill provide for the anonymity of the penitent?	<input type="checkbox"/>	<input type="checkbox"/>
Does the room provide for face to face confession?	<input type="checkbox"/>	<input type="checkbox"/>
Does the room provide for hearing assistance?	<input type="checkbox"/>	<input type="checkbox"/>

Is the room used for any other purpose?    
If yes, what? \_\_\_\_\_

Is the reconciliation room visible from the body of the church?

Are the furnishings suitable and in good repair?

Is the room sound proof?

Is the lighting suitable for the room?

What are the regularly scheduled times for confessions?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In general, is the reconciliation room dignified?

Please offer additional comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. MATTERS EDUCATIONAL (Annually)

A. Does the parish offer religious instruction and formation to all children from kindergarten through twelfth grade?

- |               |                          |                          |
|---------------|--------------------------|--------------------------|
| 1. Pre-school | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 1-6        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 7-9        | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 10-12      | <input type="checkbox"/> | <input type="checkbox"/> |

B. Does the parish offer adult enrichment programs on a regular basis?

- |                               |                          |                          |
|-------------------------------|--------------------------|--------------------------|
| 1. In Advent                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. In Lent                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. At what other times? _____ |                          |                          |

4. RCIA?

III. MATTERS ADMINISTRATIVE (Annually)

A. Does the parish have a Pastoral Council functioning according to diocesan norms?

List Subcommittees \_\_\_\_\_  
\_\_\_\_\_

B. Does the parish have a Finance Council functioning according to diocesan norms?

C. Safe Environment for Children and Young Adults:

1. Do you see the poster for Safe Environment displayed prominently in the church building?

2. Do you see the church building Procedures for Reporting abuse brochures in Spanish and English?

3. Is the parish worksheet up to date?

D. Has every employee and, as well, every volunteer who has regular contact with minors had a background check done?

E. Does the parish have files to show it is implementing the Vehicle Safety Policy and the Contract Review Policy?

F. Does the parish have on file a job description and performance reviews, based on the job description, for each of its paid employees? (These are even more important than contracts.)

IV. MATTERS PERSONAL (B through E: optional) (Once per term of Dean)

A. Has the pastor (and his associate) identified in some clear way each personal belonging in the rectory and church?

B. Does the pastor have a will?  
Is a copy at the Chancery?

C. Does the pastor have a Health Care Directive?

D. Does the pastor have a Durable Power of Attorney?

E. If not accomplished, when is the goal for completion? \_\_\_\_\_

V. SACRAMENTAL RECORDS (Annually)

- A. Are BAPTISMAL records (including the alphabetical index) well-kept and up to date?  
(Note: the following information should be part of the record under "Notes" or "Notandae":  
baptism of adults [RCIA] and adopted children, entries of marriage, annulments, full  
communion with the Church, ordination, and dismissal from the clerical state.  
For recording the baptism of a child of a single parent, please consult our Diocesan Policy  
Book, page 13, E.)

The total number of baptisms in the last fiscal year? \_\_\_\_\_

Number of Native American Baptism \_\_\_\_\_

Number of Hispanic Baptism \_\_\_\_\_

- B. Are CONFIRMATION records well kept and up to date? (Give  
special attention to the notation of Confirmation in Baptismal  
record.    
And ask if notification of Confirmation is sent to the place  
of baptism.)
- C. Are MARRIAGE records well kept and up to date? (Give special  
attention to needed delegations, permissions, dispensations; sending  
notification of marriage to place of baptism.)
- E. Are all sacramental records kept in a fire-proof place?
- F. Is a record of deaths maintained?

VI. CORPORATE RECORDS (Annually)

- A. Are the Articles of Incorporation and By-laws in order?
- B. Are the Minutes of corporate meetings properly kept?
- C. Are proxies and waivers properly kept?
- D. Are all corporate records, under one cover, kept in a safe and  
secure place?
- E. Was the Annual Corporate Board Meeting Report  
sent in to the Bishop?

VII. FINANCIAL RECORDS (Annually)

- A. Has the last year-end report been sent to the Chancery?
- B. Are "internal controls" adequate? (To determine this, use page 185a of this Policy Book, and attach it to this report.)
- C. Is a record of Mass Stipends maintained, kept up to date, and identifiable as such?
- D. Is the pastor's name on all signature cards at the bank for all accounts associated with the parish?
- E. Are computerized financial records backed up weekly?

VIII. PARISH FACILITIES (Once per term of Dean)

- A. Are the buildings and grounds in generally good condition?  
Please list deficiencies noted \_\_\_\_\_  
\_\_\_\_\_
- B. Are the church and other buildings locked at night?
- C. Is the tabernacle strongly secured, even bolted down?
- D. Does the parish have a fire-proof safe for keeping records and important documents?

IX. CEMETERY (See cemetery fact form)

Signed \_\_\_\_\_, Dean of \_\_\_\_\_ Deanery

Date \_\_\_\_\_

Diocese of Crookston  
Cemetery Fact Form

**GENERAL INFORMATION**

Name of Cemetery\_\_\_\_\_

Location of the Cemetery (be specific)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This Cemetery is the territory of what parish?\_\_\_\_\_

Who has responsibility of care for the Cemetery?\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approximately how many acres is the Cemetery?

\_\_\_\_\_ Approximately how many grave sites are occupied?

\_\_\_\_\_ Approximately how many grave sites are available?

Who is contacted for opening a grave?\_\_\_\_\_

Who is contacted for the purchase of a grave site?\_\_\_\_\_

Who has the care of the official map of the cemetery?\_\_\_\_\_

Where is the map kept?\_\_\_\_\_

**FINANCIAL INFORMATION**

What is the charge for a grave site? \_\_\_\_\_

	Amount	Financial Institution	Authorized Signatures
Checking	_____	_____	_____ _____ _____
Savings	_____	_____	_____ _____ _____
Perpetual Care	_____	_____	_____ _____ _____