

2.02.05

The Dean in the Diocese of Crookston

When there is a vacancy in the office of dean, the bishop will consult the priests of the deanery and ask them to submit recommendations (c. 553 §2). Having listened to these recommendations and considered the needs of each deanery, the bishop will appoint a priest of that deanery as Dean. The term of this appointment is five years, renewable. The Bishop is free to remove a Dean at any time.

According to the universal law of the church (c. 555),

- A. In addition to the faculties legitimately given to him by particular law, the vicar forane has the duty and right:
 - 1. To promote and coordinate common pastoral activity in the vicariate;
 - 2. To see to it that the clerics of his district lead a life in harmony with their state of life and perform their duties diligently;
 - 3. To see to it that religious functions are celebrated according to the prescripts of the sacred liturgy, that the beauty and elegance of churches and sacred furnishings are maintained carefully, especially in the eucharistic celebration and custody of the Most Blessed Sacrament, that the parochial registers are inscribed correctly and protected appropriately, that ecclesiastical goods are administered carefully, and finally that the rectory is cared for with proper diligence.
- B. Within the vicariate entrusted to him, the vicar forane:
 - 1. Is to see to it that, according to the prescripts of particular law and at the times stated, the clerics attend lectures, theological meetings, or conferences according to the norm of can. 279, §2;
 - 2. Is to take care that spiritual supports are available to the presbyters of his district, and likewise to be concerned especially for those who find themselves in more difficult circumstances or are beset by problems.
- C. The vicar forane is to take care that the pastors of his district whom he knows to be gravely ill do not lack spiritual and material aids and that the funeral rites of those who have died are celebrated worthily. He is also to make provision so that, on the occasion of illness or death, the registers, documents, sacred furnishings, and other things which belong to the Church are not lost or removed.
- D. A vicar forane is obliged to visit the parishes of his district according to the determination made by the diocesan bishop.

According to the particular law of 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. In the first year of the ministry of the pastor or parochial administrator in the parish, the longer form of the visitation shall be used and every third year after that. In the other two years the shorter form is used.
- 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 regularly.

Form for Parish Visitation by the Dean, first and every third year.

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 soundproof? ☐ ☐

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 ☐ ☐

2. 1-6 ☐ ☐

3. 7-9 ☐ ☐

4. 10-12 ☐ ☐

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

1. In Advent ☐ ☐

2. In Lent ☐ ☐

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

- 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.) ☐ ☐

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.) ☐ ☐
Is notification of Confirmation 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 to the Bishop? ☐ ☐

VII. FINANCIAL RECORDS (Annually)

- | | | |
|---|--------------------------|--------------------------|
| A. Has the last year-end report been sent to the Chancery? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are "internal controls" adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is a record of Mass Stipends maintained, kept up to date, and identifiable as such? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Is the pastor's name on all signature cards at the bank for all accounts associated with the parish? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are computerized financial records backed up weekly? | <input type="checkbox"/> | <input type="checkbox"/> |

VIII. PARISH FACILITIES

- | | | |
|--|--------------------------|--------------------------|
| A. Are the buildings and grounds in generally good condition?
Please list deficiencies noted_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are the church and other buildings locked at night? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is the tabernacle strongly secured, even bolted down? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Does the parish have a fire-proof safe for keeping records and important documents? | <input type="checkbox"/> | <input type="checkbox"/> |

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 pecific) _____

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? _____

Names of Cemetery Board Members _____

Has the Cemetery Board held its annual meeting? _____

The date of the last Cemetery Board meeting was? _____

CONTINUED ON NEXT PAGE

FINANCIAL INFORMATION

What is the charge for a grave site? _____

	Amount	Financial Institution	Authorized Signatures
Checking	_____	_____	_____

Savings	_____	_____	_____

Perpetual Care	_____	_____	_____

What is the amount of money set aside for Perpetual Care? _____

Shorter Form for Parish Visitation by the Dean, done in 2nd and 3rd years

Date of Visit_____

Name of Pastor_____

Name/ Place of Parish or Mission_____

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

Sacramental Books

YES NO

Are BAPTISMAL records well-kept and up to date?

☐ ☐

The following information should be part of the record under "Notes" or "Notandae":

Baptism of adults [RCIA] and adopted children,

Entries of marriage, annulments,

Entries of full communion with the Church,

Entries of ordination, and dismissal from the clerical state.

Check the alphabetical index of all books

Check recording of the baptism of a child of a single parent, per Diocesan Policy Book.

The total number of baptisms in the last fiscal year? _____

Number of Native American Baptism_____ Number of Hispanic Baptism_____

Are CONFIRMATION records well-kept and up to date?

Yes No
☐ ☐

Is the confirmation recorded in the local Baptismal record?

☐ ☐

Was notification of Confirmation sent to the place of baptism?

☐ ☐

Are MARRIAGE records well-kept and up to date?

☐ ☐

Are the marriage files safely stored?

☐ ☐

Were the proper forms filled out: delegations, dispensations

☐ ☐

Was notification of marriage sent to place of baptism.

☐ ☐

Are all sacramental records kept in a fire-proof place? ☐ ☐

Is a record of deaths maintained? ☐ ☐

ADMINISTRATION

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

Number of members? _____ Is there a rotation of terms? ☐ ☐

Any Subcommittees? _____

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

Number of members? _____ Is there a rotation of terms? ☐ ☐

Any Subcommittees? _____

CORPORATE RECORDS (Annually)

Are the Articles of Incorporation and By-laws in order? ☐ ☐

Are the Minutes of corporate meetings properly kept? ☐ ☐

Are proxies and waivers properly kept? ☐ ☐

Are all corporate records, under one cover, kept in a safe and secure place? ☐ ☐

Was the Annual Corporate Board Meeting Report
sent to the Bishop?

☐☐

Was the year-end financial report sent to the Bishop?

☐☐

Was the statement of accountability sent to the Bishop?

☐☐

Respectfully submitted:

Dean of _____ Deanery

Date _____