

Parish Resource Binder
**(developed by Council of Priests
to All Pastors)**

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Parish Resource Binder

for

_____ (name of Parish) _____

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Archbishop's Introductory Letter

Some possible points:

1. Not only is it helpful to have essential parish information in one place, but a Parish Resource Binder also helps to facilitate a smooth transition when a change of pastor occurs.
2. A Parish Resource Binder will also be helpful during the Dean's visit to give him an overview of the parish's personnel, programs and facility maintenance.
3. This binder should be a practical help. The information which is gathered does not have to be typed, but can be kept current by pencil entries.

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Section 1: Parish Human Resources

1. Salaried Staff:

Position: _____

Name: _____

Date employment began: _____

Locale of job description: _____

Locale of contract: _____

Monthly salary: _____

Date of last salary increase: _____

Amount of salary increase: _____

(The above information should be provided for:

- associates
- deason
- office manager
- parish secretary
- additional office staff
- bookkeeper
- cook
- housekeeper
- sacristan
- groundskeeper
- maintanence person
- Religious Education Coordinator and Religious Education Staff
- parish liturgist
- organist
- etc.

(If there is a parish school, the school should provide the same information for the principal, teachers, aides, office and maintanence staff etc.)

2. Contracted and Occasional Services:

A. Contracted Services:

Name of Service: _____

Contact person: _____

Phone number: _____

Locale of contact: _____

(the above information should be provided for:

- janitorial service
- gardening service
- organ tuning service
- carpet cleaning service
- roto rooter
- fire extinguisher service
- etc.)

B. Occasional Service:

Type of service: _____

Name: _____

Address: _____

Phone number: _____

(The above information should be provided for:

- plumber
- electrician
- carpenter
- carpet layer
- appliance repair
- etc)

3. Volunteer Staff:

Name: _____

Name: _____

Address: _____

Phone number: _____

(The above information should be provided for:

- occasional office help
- collection counters
- bingo volunteers
- etc.)

4. Parish Organizations:

Name of Organization: _____

Time and place of meetings: _____

Locale of Mission Statement: _____

Locale of by-laws and minutes: _____

Locale of roster: _____

Chairperson: _____

Phone number: _____

Position held since: _____

(The above information should be provided for:

- Parish Pastoral Council
- Parish Finance Council
- School Board
- School Finance Council-Stewardship Committee
- Liturgy Committee
- Contemporary Choir
- Adult choir
- Children's Choir
- Scouts
- Cubs
- Brownies
- Women's Guild
- Man's Guild
- Festival Committee
- Senior Club
- Teen Club
- Parish Outreach Group
- Cursillo
- etc.)

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Section 2: Parish Financial Resources

1. Parish Budget:

(place a copy in this section)

2. School Budget:

(place a copy in this section)

3. Parish and Schools Tax I.D. Numbers:

Parish tax I.D. number _____

School tax I.D. number: _____

4. Parish/School Bank Accounts:

Name of bank or S&L: _____

Locale of branch _____

Account number: _____

Type of account: _____

Signators: _____

Locale of statements: _____

Locale of bankbook or checkbook: _____

(The same information should be provided for all parish and school accounts)

5. Miscellaneous Financial Information:

Does the parish have money in:

-the Archdiocesan Deposit and Loan Fund: yes___ no___

If "yes" what is the account number? _____

Locale of statements: _____

-the Archdiocesan Pooled Income Fund? yes___ no___

If "Yes": what is the account number: _____

Locale of statements: _____

Does the parish have a loan with the Archdiocese? yes___ no___

-why was the loan was taken? _____

-date on which the loan was taken? _____

-term of the loan? _____

-monthly payment? _____

Annual Archdiocesan Appeal information:

-current AAA assessment? _____

-current year's chairperson: name: _____

phone: _____

Does the parish have an endowment fund? yes___ no___

locale of Archdiocesan approval: _____

locale of by-laws: _____

locale of Endowment Committee minutes: _____

(the same information should be given if there is a school endowment)

Does the parish have a safety deposit box? yes___ no___

where: _____

box number: _____

signators: _____

where is the key? _____

Does the parish own property?

locale: _____

rental information (if applicable): _____

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Section 3: Parish Plant Resources

Locale of blue prints: _____

Locale of site plans: _____

Locale of main water shut-off valve: _____

Locale of main gas shu-off valve: _____

Locale of main electrical shut-off: _____

"Emergency crew" volunteers:

name: _____

phone number: _____

function: _____

(provide the same information for each volunteer)

Buildings:

which building: _____

when was it last roofed: _____

locale of contract: _____

estimate year of next re-roofing: _____

estimated cost of next re-roofing: _____

(the same information as above should be provided concerning:

- exterior paint
- interior paint
- carpeting
- parking lot: when re-paved: re-scaled, re-stripped
etc.)

Locale of instructions for re-setting clocks: _____

Smoke alarm batteries last replaced: _____

Fire extinguishers last recharged: _____

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Section 4: Miscellaneous

Include copy of Parish Self Study here.