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

for

________________________(name of Parish)________________________

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.
Index

Section 1: Parish Human Resources

Section 2: Parish Financial Resources

Section 3: Parish Plant Resources

Section 4: Miscellaneous

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
- deacon
- office manager
- parish secretary
- additional office staff
- bookkeeper
- cook
- housekeeper
- sacristan
- groundskeeper
- maintenance 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 maintenance 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: ________________________________

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: ____________________
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): ________________

(next page)

**Section 3: Parish Plant Resources**

Locale of blue prints: ________________
Locale of site plans: ________________
Locale of main water shut-off valve: ________________
Locale of main gas shut-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-sealed, re-striped etc.)

Locale of instructions for re-setting clocks: ____________________

Smoke alarm batteries last replaced: ____________________

Fire extinguishers last recharged: ____________________

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(next page)

Section 4: Miscellaneous

Include copy of Parish Self Study here.