

**Pastoral Transition Kit**

Parish NameClick or tap here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parish AddressParish City, Postal Code** |  | **Parish Email Address****Parish Website** |  | **@rcdk.org****www.** |

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# **Parish Staff Profiles**

This form is to be completed by the new Pastor.

Pastor’s First Name, Last Name
Pastor (2024 – present)

*“A message from Pastor to parishioners to be included here.”*

Legal name Click or tap here to enter text.

Ordination date Click or tap here to enter text.

Marriage license number Click or tap here to enter text.

Favourite Food Click or tap here to enter text.

Hobbies and Interests Click or tap here to enter text.

Languages Click or tap here to enter text.

Birth date Click or tap here to enter text.

First Name, Last Name
Position Title
Total years of service (2016 – present)

This form is to be completed by each Parish Staff.

# **Skills** Click or tap here to enter text.

##

# **Job Summary** Click or tap here to enter text.

# **Hobbies and Interests** Click or tap here to enter text.

# **Birth Date (optional)** Click or tap here to enter text.

# **Additional Information** Click or tap here to enter text.

(Ex: Allergies)

|  |
| --- |
| **Contact information** |
| Email:  | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |

First Name Last Name
Position Title
Total years of service (2016 – present)

# **Skills** Click or tap here to enter text.

##

# **Job Summary** Click or tap here to enter text.

# **Hobbies and Interests** Click or tap here to enter text.

# **Birth Date (optional)** Click or tap here to enter text.

# **Additional Information** Click or tap here to enter text.

(Ex: Allergies)

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| **Contact information** |
| Email:  | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |

First Name Last Name
Position Title
Total years of service (2016 – present)

# **Skills** Click or tap here to enter text.

##

# **Job Summary** Click or tap here to enter text.

# **Hobbies and Interests** Click or tap here to enter text.

# **Birth Date (optional)** Click or tap here to enter text.

# **Additional Information** Click or tap here to enter text.

(Ex: Allergies)

|  |
| --- |
| **Contact information** |
| Email:  | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |

## Parish Staff Employment Information

Please see enclosed, kept confidential within the parish.

# **Parish Staff Information**

This form is to be completed and included as a separate attachment by the Parish Bookkeeper for each staff member on contract at the parish.

* Full Name of staff member
* Position/Role at the Parish
* Address
* Home Phone Number
* Cell Phone Number
* Email
* Date of Hire
* Rate of Pay (hourly or salary)
* Are they on benefits? If so, please select the appropriate class.

Class 1: Permanent (FT/PT) employees

Class 2: 1 year contract employees

* Is this person on extended leave? (ex: Short Term Disability, Long Term Disability, Leave of Absence)
* If so, what is their expected return to work date?
* Weekly Schedule
* Contract
* Job Description

Bottom of Form

# **Parish Profile and Upcoming Events**

## This form is to be completed by the current Pastor (with the support of the Administrative Staff).

## Parish Mission Statement

## Deacon or Religious Assignment Agreements

Please see enclosed if applicable.

## Upcoming Events for 2024

1. Click or tap here to enter text.

# **Parish Policies and Procedures**

Parish policies and procedures to be provided by the current Pastor with support of the Administrative Staff.

Click or tap here to enter text.

# **Parish Committees, Ministries and Groups**

This form is to be completed by the Parish Administrative Assistant.

## Finance Council Members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Email** | **Phone**  | **Years****Served** | **Years Left** |
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## Upcoming Scheduled Meeting Dates

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
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## Parish Council Members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Email** | **Phone**  | **Years****Served** | **Years Left** |
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## Upcoming Scheduled Meeting Dates

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## Liturgical Groups

e.g. Music Ministry, Lectors, Ushers, Extraordinary Ministers, Liturgy of the Word for Children

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| --- | --- | --- | --- | --- | --- |
| **Group Name** | **Leader**  | **Email** | **Phone**  | **Years Served** | **Team Size** |
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## Parish Ministries

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ministry Name** | **Coordinator**  | **Email** | **Phone**  | **Years Served** | **Team Size** |
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## Religious and Parish Education Committees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group****Name** | **Coordinator**  | **Email** | **Phone**  | **Years Served** | **Team Size** |
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## Service and Spiritual Groups

e.g. Hospitality, Building and Safe Environment, CWL, KoC, Rosary Groups, Legion of Mary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group****Name** | **Coordinator**  | **Email** | **Phone**  | **Years Served** | **Team Size** |
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Please list any hospitals, nursing homes or care facilities that your parish serves (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility Name** | **Coordinator**  | **Email** | **Phone**  |
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Other Groups or Key Volunteers Connected to the Parish

## Affiliated Groups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group Name** | **Main Contact** | **Email** | **Phone** | **Website (if applicable)** |
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## Key Volunteers

e.g. events, maintenance, admin support

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| --- | --- | --- | --- | --- |
| **Name** | **Main Contact** | **Email** | **Phone** | **How does he/she serve the parish?** |
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## Additional Documents

Are there any other council, ministry, and group-related information unique to your parish?

#

# **CISKD School Profile:**Elementary School Name

This form is to be completed by the School Secretary.

**Contact Information
Principal** Click or tap here to enter text.
Full Name Click or tap here to enter text.
Email Address Click or tap here to enter text.

**Secretary**
Full Name Click or tap here to enter text.
Phone Click or tap here to enter text.
Email Address Click or tap here to enter text.
Website: [http://www..ca](http://www.cloverdalecatholicschool.ca) Click or tap here to enter text.

**Enrolment**Number of Students: Click or tap here to enter text.
Number of Staff: Click or tap here to enter text.

**Staff Members**

|  |  |  |
| --- | --- | --- |
| **Grade** | **First Name** | **Last Name**  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Parish Education Committee (PEC)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **Email Address** | **End of Term (Year)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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# **CISKD School Profile:**High School Name

**Contact Information
Principal** Click or tap here to enter text.
Name Click or tap here to enter text.
Email Address Click or tap here to enter text.

**Secretary**
Name Click or tap here to enter text.
Phone Click or tap here to enter text.
Website: <http://www..ca> Click or tap here to enter text.

**Enrolment**Number of Students: Click or tap here to enter text.
Number of Staff: Click or tap here to enter text.

Religious Education Committee (REC)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **Email Address** | **End of Term (Year)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Parish Spiritual Report 2023** *(Info. provided by Chancery)*

|  |
| --- |
|  |
| Number of households registered in the parish: | Click or tap here to enter text. |
| Baptism |
| i) Up to 1 year old: | Click or tap here to enter text. |
| ii) From 1 to 7 years old: | Click or tap here to enter text. |
| iii) Over 7 years old (include RCIA and other adults): | Click or tap here to enter text. |
| Confirmation |
| Total number who received Confirmation, including RCIA: | Click or tap here to enter text. |
| Holy Eucharist |
| Number of persons who attend Sunday Mass (including an anticipated Mass) on an average weekend; use most recent (October 2016) census data: | Click or tap here to enter text. |
| Number who received First Holy Communion, including RCIA: | Click or tap here to enter text. |
| Sacrament of the Sick |
| Number of parishioners anointed: | Click or tap here to enter text. |
| Total number of funerals: | Click or tap here to enter text. |

|  |
| --- |
| Matrimony |
| i) Both parties Catholic: | Click or tap here to enter text. |
| ii) One party Catholic - "mixed" marriages (other Christian denominations) | Click or tap here to enter text. |
| iii) One party Catholic - "interfaith" marriages (non-Christian) | Click or tap here to enter text. |
| Education |
| Does the parish or school operate a pre-school? | Click or tap here to enter text. |
| Parish Catechetical Programs |
| Number of individuals enrolled in Parish Catechetical Program for students in Grades 1 through 7: | Click or tap here to enter text. |
| Does the parish have a catechetical program for students in grades 8 through 12? | Click or tap here to enter text. |
| If so, how many participants? | Click or tap here to enter text. |
| Does the parish offer the Rite of Christian Initiation of Adults (RCIA)? | Click or tap here to enter text. |
| i) Catechumens (un-baptized adults): | Click or tap here to enter text. |
| ii) Baptized Christians coming into full communion: | Click or tap here to enter text. |
| iii) Baptized Catholics renewing their faith: | Click or tap here to enter text. |
| Does the parish have any other adult faith formation programs in addition to RCIA? | Click or tap here to enter text. |
| If so, the approximate number of adults participating in these programs in the current year: | Click or tap here to enter text. |
| Please name the program(s): | Click or tap here to enter text. |
| Number of catechists used in all the parish's faith formation programs (children, youth, adult): | Click or tap here to enter text. |

# **Building Profile and Financial Status**

This form is to be completed by the current Pastor.

**Building Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Email** | **Phone Number** | **Responsibilities** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Buildings Contracts and Service Providers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company** | **Service Provided** | **Expiry Date**  | **Renew Date**  | **Email** | **Phone**  | **Exp ($)** |
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**Key Maintenance Issues**Please list in bullet form items of concern

* Click or tap here to enter text.

**Guide to Service Locations in the Rectory or Office (ex: electrical panel, boiler room etc.)**

Include files hereClick or tap here to enter text.

**Current Maintenance Log (if applicable)**

Include files hereClick or tap here to enter text.

**Building Access List**

Who has keys or key codes to access the church building and chapel?

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone Number** | **Ministry/Group** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Parish Email and Social Media Accounts**

Do not share passwords online. Contact the Keyholder who keeps them if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account Type** | **Account Address / Link** | **Keyholder Name (Password Keeper)**  | **Keyholder Contact Email** | **Keyholder Contact Phone Number** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Financial Status**

Please see enclosed for additional information or contact Finance at \_\_\_\_\_\_\_\_.

# **Appendix**

# **Safe Environment Status: Pastor’s Briefing Notes**Confidential Content (Info. provided by the Safe Environment Office)

Please see enclosed for additional information.

# **Special Parish Projects**

This form is to be completed by the current Pastor with the support of Administrative Staff.

Summary status of various projects that are currently planned for 2024:

* Click or tap here to enter text.

## Additional Documents

If applicable, please upload any special parish project documents that you would like to share with the new pastor.

Please see enclosed for additional information.