

Business Managers Presentation

COMMUNITY

Area	
Ecumenical	Is there a local ministerial association? If so, who is the contact person; when do they meet?
Ecumenical	Is there a joint prayer service with other churches? Thanksgiving? Baccalaureate?
Events	Is there Annual community celebrations/festivals ---Farmer's market; Summer Fest; etc.?
Finance	Where does the parish have bank accounts?
Food	Local Grocery stores --Names/Addresses/Hours
Food	Favorite local restaurants --Names/Addresses/Hours
Health Care	What hospitals do people typically go?
Health Care	Local health care clinics -Urgent Care/Walk-In clinics Names/addresses/hours
Health Care	Gyms/Fitness Centers Names/addresses/hours/

Church area

Area

cleaning	Where are the church supplies located? (wine, candles, Sacred Books, purificators, toilet paper, paper towels, and plunger)
customs	Are there any local customs -Vocations prayer at daily Mass -Prayers after Mass for the next person in the parish that dies -spontaneous intercessions at daily Mass?
liturgy	Who writes the announcements? Who writes the Prayers of the faithful? When do the announcements occur at Mass? After/before Communion Prayer or at Beginning of Mass?
liturgy	Is daily Mass cancelled when there is a funeral?
liturgy	Where are the vigil services held? Church or the funeral home?
liturgy	What are the funeral homes you normal work with? Names / contact information
liturgy	Is there a schedule for the RCIA Rites? Rite of Welcome? Rite of Acceptance? Is there schedule for the individual sessions of RCIA?
liturgy	Schedule for the School? Faith Formation? Blessings of catechists? Blessing of Pets? Motorcycles? Backpacks?
liturgy	Who reads at daily Mass? Is there a schedule?
liturgy	Daily Mass is Holy Communion under one or both species?
liturgy	How does the communion like work on weekends?
liturgy	Schedule for weekend liturgical ministers (lectors, hospitality ministers, Ministers of Holy Communion
practical	Location of light switches
practical	Location of tabernacle key
practical	Sound system. Where is located? How to turn on/off?
practical	Where are the wireless microphones kept? Are there extra batteries for the microphones? Where are they located?
security	What are the hours the Church is unlocked? Who locks/unlocks the Church? Contact information
staff	Who is in charge of the parish kitchen? Contact information.
staff	Who to call if something mechanical breaks?

OFFICE

Area

customs	Are their annual parish celebrations?
customs	Provide a monthly listing of events
office	Who died in the past year? Surviving spouse name or children and contact information
office	Is there a desk? A computer? Username/password?
office	Stapler, clock, paperclips, pens, paper,
office	Is there a file cabinet?
office	Credit Card: who manages the credit card? Is there a logbook (who checks it out; when taken and when returned?)
people	Significant Parish Organizations: Knights, Retreat Group (CEW, CRHP, etc), Catholic Daughters,... their contact information, when do they meet?
people	List of homebound parishioners, those in hospice, or hospital, addresses contact information
people	Names of members of Councils (Finance, Parish, Liturgy, Faith Formation, Trustees, Cemetery)
reports	Files pertinent to the parish: parish committees, Marriage files in process /completed, Annulments,
reports	Bulletin: who creates it? Who prints it? Weekly deadline
staff	Job descriptions w/ employee picture
staff	Employee hours and salary 10 month/12 month position
staff	Employee Handbook?
technology	Phone system: voicemail password
technology	Email address setup

RECTORY

Area

access	Keys to the rectory
access	Garage door opener
access	Is there a person that cleans? If so, how often and what day?
access	Who has access to the rectory?
access	Is there a security system to the Church? Rectory? If so, what are the times it is on/off? Is there an access code?
bedroom	When was the last time the mattress was purchased? The mattress pad replaced or even washed? Bed sheets?
bedroom	The mattress pad replaced or even washed? Bed sheets?
cleaning	Have the rooms been painted? Carpets been cleaned?
cleaning	Walls wiped down
cleaning	Are there issues from a previous pet or smoking?
computer	Does the new pastor want cable or will he be one that has online streaming? Or wants no television access
directory	Are there parishioners that are neighbors? If so, there address and phone #'s
kitchen	Is there a set of matching dishes?
kitchen	Is there a set of matching silverware? ... or mix and match from a garage sale
kitchen	Are the cooking pans scratched?
kitchen	Are there hot pad, dishrags, drying towels?
living room	Is there a fireplace? Is it gas/wood burning? Last time it was inspected? Is it workable?
living room	what furniture is the priest bringing? What is the condition of the furniture the parish owns?
repairs	Repairs that need to be addressed
security	Are there smoke detectors? Last time the batteries were changed?
security	Is there a carbon monoxide detector? Are these hard-wired or Wi-Fi connected? (note: If one has hearing loss, one cannot hear smoke detector in from kitchen or basement if one is in the upper floors of the rectory)
supplies	Toilet paper/ paper towels/plunger
supplies	First Aid Kit?
supplies	Is there a clock in the rectory?