



# BEACONS OF LIGHT

## Pastoral Planning Pathway

### Liturgical & Sacramental Inventory Tool

*This inventory tool is designed to help parish leaders assess one or more aspects of parish life before pastoral planning takes place within the Family of Parishes. Once the inventory tool is completed, it can be shared with leaders in the other parishes within the Family during Phase 1 to increase familiarity among all parishes.*

#### Parish

1. Parish name
2. Name of person filling this inventory out
3. Role

#### General

1. What is your schedule of Masses for the Sunday obligation (including Sat after 3pm)?
2. What is your schedule of weekday Masses (including Saturday morning)?
3. What is your average Sunday attendance (October count) for a weekend?

2021	2020	2019	2018	2017	2016

4. What is the capacity of your church?
5. What are some important liturgical days for your parish (e.g. patronal feast, Church dedication, etc.)?
6. Describe participation in ecumenical worship services with other Christian communities in the area?
7. Describe your efforts at liturgical catechesis (e.g. bulletin articles, web, social media, classroom, adults, youth, etc.)
8. Do you regularly live-stream liturgies? If so, which ones and on what platform?
9. Describe any specific protocols about scheduling Mass intentions.

10. How do you communicate with parishioners about changes to liturgical life including schedule?

### **Ministries (Recruitment, Formation/Training, Scheduling, Leadership of)**

1. Which priests celebrate Mass regularly in your parish? (Include pastor, vicar(s), retired priests, priests in residence, et al.)
2. Which deacons regularly minister liturgically and in what capacities?
3. What paid liturgical/sacramental staff serve the parish? (Liturgical, musical, paid sacristans, sacramental coordinators, et al.)
4. Describe your music ministry program:
  - Staff leaders (e.g. director of music, choir director)
  - Volunteer leaders
  - Hymnals and resources used by the faithful
  - Hymnals and resources used by music ministers
  - Choirs and ensembles (adult, children, bells, etc.)
  - Instrumentalists that regularly minister
5. How many volunteer parishioners serve in liturgical ministries:
  - Lectors/readers
  - Acolytes/servers
  - EMsHC
  - Hospitality (Ushers/Greeters)
  - Sacristans
  - Art & Environment Team
6. Describe the formation program for lay liturgical ministers.
7. Any other notes on liturgical ministers?

### **Liturgical Space**

1. Describe your church buildings and chapels adjacent to the church, etc. (e.g. age, upkeep, capacities, special details)
2. Are there any other chapels/oratories in the parish territory? If so, please describe.
3. Is there anything notable about your liturgical furniture (e.g. altar, ambo, chair, font)?
4. Do you have adequate vessels and vestments?
5. Any other notes on liturgical space?

## **Sacramental Celebrations**

1. When is the Sacrament of Penance celebrated? (Include regular weekly times and special celebrations)
2. How is the RCIA celebrated? (Include catechumenal sessions, Rite of Acceptance, other minor rites)
3. How and when are baptized non-Catholic Christians received into the Church?
4. When is infant Baptism celebrated? Describe the preparation of parents and godparents.
5. When is First Communion celebrated? Describe the formation process for children and their parents.
6. When is Confirmation typically celebrated? Describe the formation process for candidates and sponsors.
7. When is Anointing of the Sick celebrated communally?
8. How many wedding liturgies are typically held in the parish? When do they take place? Describe the process of formation for engaged couples.
9. Who brings Communion to the homebound/sick/hospitalized and with what frequency?
10. Any other notes on sacramental celebrations?

## **Funeral Liturgies**

1. When are funeral liturgies typically celebrated?
2. When are funeral vigils/visitations usually scheduled and where do they take place?
3. Who leads funeral committals at the cemetery? Do they typically take place right after the funeral liturgy or at another time?
4. Any other notes on funeral liturgies?

## **School (If the parish has one)**

1. How often is Mass celebrated for the school children?
2. Who is responsible for preparing the school liturgies?
3. Do you celebrate other liturgies with the school community other than Mass?
4. What liturgical catechesis (if any) is done outside of the graded course of study curriculum?

5. Any other notes on school liturgies?

### **Devotions**

1. How often is the church open for private adoration of the Blessed Sacrament?
2. How often is Exposition celebrated and for what duration?
3. How often is the rosary prayed publicly?
4. Describe other devotional practices publicly observed weekly, monthly, or annually.
5. Any other notes on devotions?