

# Pastoral Transition Kit: Parish Committees, Ministries and Groups

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

## Parish and Finance Councils

### Finance Council Members

Role	First and Last Name	Email	Phone Number	Years Served	Years Left

### Upcoming Scheduled Meeting Dates

Date	Time	Location

### Parish Council Members

Role	First and Last Name	Email	Phone Number	Years Served	Years Left

### Upcoming Scheduled Meeting Dates

Date	Time	Location

### Parish Ministries and Groups

#### Liturgical Groups

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

Group Name	Leader Name	Email	Phone Number	Years Served	Team Size

### Parish Ministries

Ministry Name	Coordinator Name	Email	Phone Number	Years Served	Team Size

### Religious and Parish Education Committees

Group Name	Coordinator Name	Email	Phone Number	Years Served	Team Size

### Service and Spiritual Groups

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

Group Name	Coordinator Name	Email	Phone Number	Years Served	Team Size

Please list any hospitals, nursing homes or care facilities that your parish serves (if applicable)

Facility Name	Coordinator Name	Email	Phone Number

## Other Groups or Key Volunteers Connected to the Parish

### Affiliated Groups

Group Name	Main Contact	Email	Phone Number	Website (if applicable)

### Key Volunteers

e.g. events, maintenance, admin support

Name	Main Contact	Email	Phone Number	How does he/she serve the parish?

### Additional Information

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

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## Sign-Off

### Form Completed By:

Name	Parish You Work At	Email	Phone Number