

CATHOLIC ARCHDIOCESE OF LAGOS HANDOVER NOTES

Parish:

Outgoing Priest:

Date of Appointment:

Date of Departure:

Incoming Priest:

1.0 OVERVIEW

State brief history: *Date founded/developments*

Describe nature and evident trends of the Parish (socio-economic, cultural, ethnic mix)

Parish Population:

Estimated Population of the area:

Number of Parish Zones or Communities:

List Parish Zones or Communities:

2.0 PASTORAL PLAN

2.1 Vision Statement of the Parish:

2.2 Mission Statement/ Objectives of the Parish:

2.3 Parish Programmes Schedule

Sunday Masses:

Weekday Masses:

Confessions:

Catechism Classes:

Infant Baptism:

Communion to the sick and aged:

Marriage Class:

List Other Parish Programmes/times

Blessing days:

Annual Parish Retreat:

Any Other:

2.4 State the strategies used in achieving your Parish Vision/Mission Statements and Objectives:

3.0 ADMINISTRATION

3.1. List Personnel:

Priests

Name	Designation

Rev. Srs

Name	Designation

Parish Staff: (secretary, sacristan, cook, etc.)

Name	Designation	Monthly Payment

You can attach list if more than the space provided.

3.2 Parish Councils

Do you have PARISH PASTORAL COUNCIL?

If No, state reasons:

	Name	Phone number
PPC Vice Chairman		
PPC Secretary		

Do you have PARISH LAITY COUNCIL?

If No, state reasons:

	Name	Phone number
PLC Vice Chairman		
PLC Secretary		

4.2 Organizations

State names and phone numbers of Presidents of the following parish organisations:

Organization name	Name of President	Phone number
CWO		
CMO		
CYON		

4.3 Children/Teen/Youth Ministry

Do you run Sunday school or teen's ministry?

If No, state reasons:

Name of Ministry	Name of Coordinator	Phone Number
Sunday School Ministry		

4.4 Care Giving Ministry

List the Care Giving Ministries in the parish and contact persons

Name of Ministry	Name of Coordinator	Phone Number
St. Vincent De Paul		
JDPC		

4.5 Catechists

Do you have commissioned and paid catechists? If yes, list them:

Name of Catechist	Phone number	Amount paid

Name and phone number of the team head of voluntary catechists:

Name of Ministry	Name of Coordinator	Phone Number
Voluntary Catechists		

4.6 Eucharistic Ministers

Do you have lay commissioned Eucharistic Ministers? If yes, list them

Name of Ministry	Name of commissioned minister	Phone Number
Eucharistic Ministers		

4.7 Liturgical Ministers

Name of Liturgical Ministry	Name of Coordinator	Phone Number
Lectors		
Choir		

Church Wardens		
Altar Servers		

4.8 Efforts to foster vocations to the Priesthood

State efforts you have made to foster vocations to the Priesthood in the Parish:

5.0 OUTSTATIONS

Number of Outstations and Mass centres:

List Outstations, population and Programmes/Mass times

Name of Station	Population	Mass times

You can attach list if more than space provided.

Any there RELEVANT NOTES on the Outstations? (eg. peculiarities of the station, land documentations, other relevant notes of information for the incoming priest)

If yes, list Outstations stating relevant notes under each:

6.0 PARISH INSTITUTIONS

School:

Name of School	Principal/Administrator

Clinic/Hospital

Name of Clinic/Hospital	Administrator

Bookshop

Name of Bookshop	Manager

7.0 FINANCE

Name of the person responsible for maintaining the parish accounts	Phone no.

7.1 Bank Current/Saving Accounts:

List all Parish Bank Accounts

Name of Account	Bank	Account Number	Signatories	BALANCE

You can attach list if more than the space provided.

7.2 Fixed Deposits/ Treasury Bills

Name of Bank	Bank Branch	BALANCE AMOUNT

7.3 Parish Assets

List key Parish Assets (land, building, property, vehicles, equipment)

Name of Asset	Description	Location	Comments if any

7.4 Parish Liabilities

List all parish liabilities (that is, debts or outstanding payments the parish owes)

Name of recipient	Description	Amount	Comments

9.0 DOCUMENTS CHECK LIST

Indicate the key documents that you are handing over:

Name of document	Where it is kept?	Up to date? Yes or No
Baptismal Register		
Marriage Register		
Confirmation Register		
Account Books		
Quarterly Returns Booklets		
Land documents		

10.0 ECUMENICAL ACTIVITY

State Denominations around your parish:

Parish Representative at CAN

Name	Phone number

11.0 EVALUATION

11.1 Achievements

List areas of your achievements during your ministry in the Parish:

11.2 Areas of Priorities

List the areas of your priorities:

11.3 Areas Of Challenges

List areas of your major challenges:

11.4 Areas Of Observations And Suggestions for improvement

a. For the Parish Institutions

b. For Lay Ministries/ Societies

c. For the pastoral life of the parish

d. For administration

12.0 GENERAL RECOMMENDATIONS/ADVICE

13.0 SCHEDULE OF PARISH ACTIVITIES FOR THE REST OF THE YEAR

List the parish activities scheduled for the rest of the year and date:

PARISH EMAIL ADDRESS:

WEBSITE:

OFFICE LINE:

Name and phone number of the Parish Media Team Lead or maintaining the parish Website, ICT, media etc:

ATTACHMENTS

1. Attach your Income and Expenditure Statement prepared till date
2. Attach a copy of your last Quarterly Returns Remittance to the Chancery
3. Attach a list of the parish inventory following the template headings below:
 - a. Parish House
 - b. Boys Quarter
 - c. Parish Office
 - d. Church Building
 - e. Church Hall/Social Centre
 - f. Church Premises
 - g. Others
4. Attach any other relevant notes for want of space, handed to the incoming priest

SIGNATURE:

	SIGNATURE	DATE
OUTGOING PRIEST		
INCOMING PRIEST		

@Catholic Archdiocese of Lagos@2021