

Facilities Inventory and Assessment Worksheet

Parish/Faith Community _____

List below the buildings for which the parish is responsible and the projected capital repairs for the next five years not covered by the annual operating budget. Include cost estimate if possible.

Building _____ Projected capital repairs with cost estimate	Year built _____
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Building _____ Projected capital repairs with cost estimate	Year built _____
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Building _____ Projected capital repairs with cost estimate	Year built _____
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Building _____ Projected capital repairs with cost estimate	Year built _____
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Building _____ Projected capital repairs with cost estimate	Year built _____
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Analysis of Current Salaries Versus Diocesan Salary Guidelines

Ministry Staff Position Title	Percent of Full Time	Recommended Salary Minimum	Recommended Salary Midpoint
Total			
Total Ministry Staff Salary Budget			
Difference			
Administrative Staff Position Title	Percent of Full Time	Recommended Salary Minimum	Recommended Salary Midpoint
Total			
Total Administrative Staff Salary Budget			
Difference			
Combined Difference			
Combined Salary Budget			
Total Parish Revenue			
Percent Increase in Salary Budget Required to Meet Minimums			
Percent Increase in Parish Revenues Required to Meet Minimums			

When you are ready to do an analysis of each parish’s current salaries as compared to the diocesan salary guidelines, please ask your planning group liaison to provide you with the current diocesan pay scales by job title. Then complete the above table as follows:

1. List all paid positions; do not include volunteer positions. There are separate sections in the table for ministry and administrative staff. The Pastor or Pastoral Administrator should be included in the Ministry Staff analysis.
2. Based on the number of hours budgeted per week, indicate the percent of full time for each position.

3. Using the information supplied by your planning group liaison, enter the recommended minimum and midpoint for each position prorated for the percent of full time.
4. Total the Recommended Salary Minimum and Midpoint columns.
5. Enter the total salary budget for all ministry staff and administrative staff and subtract from the total of the Recommended Minimum column. If the result is a positive number, the parish is paying its Administrative Staff or Ministry Staff less than the diocesan recommended minimum.
6. Combine the Ministry and Administrative Staff differences and divide by the Total Salary Budget to determine the percent increase in the budget required.
7. Divide the combined difference by Total Parish Revenues to determine the increase in total revenues required.