

PARISH CHURCH PASTORAL REVIEW CHECKLIST  
AS DIRECTED BY ARCHBISHOP WILTON D. GREGORY

(From Archdiocesan policy for Parishes & other diocesan institutions planning large capital improvements and/or real estate acquisitions.)

1. The seating capacity of the church is a function of the availability of priests, demographics, parish boundaries and future missions. In general, the upper limit of seating capacity should be 1,000 seats.
2. Seating shall provide a full or partial frontal view of the sanctuary area.
3. Church seating shall consist of pews with kneelers. However, in a temporary church, typically multipurpose room seating is not required to have kneelers.
4. The front row of seats shall have a modesty screen and kneeler.
5. The sanctuary area of the church shall be raised at least two (2) steps.
6. The baptismal font may or may not be a full immersion type font.
7. The tabernacle shall be located in the main body of the church within or near the sanctuary area, such that it is in clear view of the seated congregation.
8. Reconciliation rooms shall be entered from the nave.
9. The working sacristy shall have a sink that is a sacrarium.
10. The center isle and entry doors shall be wide enough to comfortably accommodate weddings, funerals, and other processions.
11. A Crucifix shall be used over the sanctuary area rather than a Cross or Risen Christ.
12. Efforts should be made to keep audio and visual aids as unobtrusive as possible.
13. A front elevation view of the sanctuary area with furnishings shall be included in the design documents and be reviewed at the final Pastoral Review Meeting.

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