

## Parish Communications

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# Parish Ministries Audit

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A structured worksheet for making the parish's whole communications ecosystem visible in one view. Used by the priest or PPC chair, usually alone or with the parish secretary, in a dedicated sitting of ninety minutes to two hours.

The audit is not a strategic planning exercise. It is an act of noticing. Most parishes already have more potential Communications Champions than anyone has named. This worksheet helps the priest see what is already true.

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### THE WORKSHEET

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#### PAGE 1: INTRODUCTION AND METHOD

##### Parish Ministries Audit

Parish of [parish name]

Conducted by: \_\_\_\_\_

Date(s) of audit: \_\_\_\_\_

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#### WHAT THIS AUDIT IS

This audit is a structured way of noticing the communications life of your parish as it already exists. It is not a planning exercise. It is not an evaluation. It is an act of attention.

Most parishes already have, distributed across their ministries and groups, all the people they need to communicate well. What they usually lack is not people. What they lack is a clear picture of who is already doing what, and a named structure that supports them.

This worksheet helps you build that picture.

#### WHAT THIS AUDIT IS NOT

It is not a performance review of anyone. The people you will name on these pages are not being evaluated. You are simply noticing what they are already carrying, so that the parish can support it more deliberately.

It is not a recruitment list. Naming someone as an originator for a ministry does not commit her to anything. The conversation about commissioning comes later, and only after she has said yes.

It is not a confidential diocesan document. This worksheet is yours to use, share with your parish secretary, discuss with your PPC, or keep private. There is no required use.

#### HOW TO USE THIS WORKSHEET

**Find a quiet afternoon.** Ninety minutes to two hours. Not between other appointments. A cup of tea. A pen.

**Work through Pages 2 and 3 slowly.** These are the ministry grids. Take your time. If you are unsure about a particular ministry, leave it blank and come back later.

**Be honest.** If a ministry has no obvious originator, name that. If a ministry's leader is clearly burnt out, name that. Honest gaps on this page help you address them later.

Use **Page 4 for parish-specific ministries**. Every parish has some. Do not try to force them into the generic grid.

**Complete the reflection on Page 5 last.** The reflection matters. It is where the patterns you have noticed become clear.

#### BEFORE YOU BEGIN

Take a minute, before starting, to bring to mind the parish as you know it. The people. The ministries. The rhythms. Say a short prayer for the people you are about to name, if you are inclined to. They have been carrying this work, often without recognition, and the audit is in part an act of thanks.

Then begin with Page 2.

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## PAGE 2: THE MINISTRIES GRID (COMMON PARISH MINISTRIES)

For each ministry listed below, fill in what you know. If a ministry does not exist in your parish, strike through the row or leave blank. If you are unsure, leave the field blank and come back.

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### LITURGICAL MINISTRIES

**Music ministry (organist, cantors, choir)** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Altar servers** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Readers / lectors** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Extraordinary ministers of Holy Communion** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Welcomers / stewards / ushers** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Sacristans** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

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### CATECHETICAL MINISTRIES

**First Holy Communion preparation** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Confirmation preparation** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Children's liturgy** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**RCIA / OCIA** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

**Youth ministry** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - *Would likely submit 2-4 times/year:*  Yes  Maybe  No  Unsure - Pastoral notes: \_\_\_\_\_

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## PAGE 3: THE MINISTRIES GRID (CONTINUED)

### PASTORAL MINISTRIES

Bereavement and funeral support - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Pastoral visiting (sick, housebound, care homes) - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Baptism preparation - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Marriage preparation - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

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### OUTREACH AND CHARITY MINISTRIES

SVP (Saint Vincent de Paul) or equivalent charity outreach - Lead or contact person: \_\_\_\_\_ -  
*Communications confidence (1-5):* \_ - Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ]  
Unsure - Pastoral notes: \_\_\_\_\_

Foodbank or local charity coordination - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

CAFOD / Trócaire / international charity engagement - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Ecumenical links / Churches Together - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

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### PRAYER AND DEVOTIONAL GROUPS

Rosary group / Marian devotion - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Adoration / Eucharistic devotion - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Prayer groups (charismatic, contemplative, other) - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

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### GOVERNANCE AND ADMINISTRATION

Parish Pastoral Council (chair) - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Finance Committee (chair) - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

Safeguarding officer - Name: \_\_\_\_\_ - *Communications interface pattern (how often they will flag matters for publication):* \_\_\_\_\_ - Pastoral notes: \_\_\_\_\_

Hall bookings / maintenance / grounds - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ -  
Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure - Pastoral notes: \_\_\_\_\_

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SOCIAL AND COMMUNITY MINISTRIES

**Social committee** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - **Would likely submit 2-4 times/year:** [ ] Yes [ ] Maybe [ ] No [ ] Unsure - **Pastoral notes:** \_\_\_\_\_

**Parish trips and pilgrimages** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - **Would likely submit 2-4 times/year:** [ ] Yes [ ] Maybe [ ] No [ ] Unsure - **Pastoral notes:** \_\_\_\_\_

**Men's group / women's group** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - **Would likely submit 2-4 times/year:** [ ] Yes [ ] Maybe [ ] No [ ] Unsure - **Pastoral notes:** \_\_\_\_\_

**Mother and baby / toddler groups** - Lead or contact person: \_\_\_\_\_ - *Communications confidence (1-5):* \_ - **Would likely submit 2-4 times/year:** [ ] Yes [ ] Maybe [ ] No [ ] Unsure - **Pastoral notes:** \_\_\_\_\_

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**PAGE 4: PARISH-SPECIFIC MINISTRIES AND GROUPS**

Every parish has ministries, initiatives, and groups that do not fit the generic grid. Add them below. Include anything that involves more than one or two people and that produces news, events, or updates the parish community would want to hear about.

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**Ministry / group name:** \_\_\_\_\_

Lead or contact person: \_\_\_\_\_

Communications confidence (1-5): \_\_

Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure

Pastoral notes: \_\_\_\_\_

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**Ministry / group name:** \_\_\_\_\_

Lead or contact person: \_\_\_\_\_

Communications confidence (1-5): \_\_

Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure

Pastoral notes: \_\_\_\_\_

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**Ministry / group name:** \_\_\_\_\_

Lead or contact person: \_\_\_\_\_

Communications confidence (1-5): \_\_

Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure

Pastoral notes: \_\_\_\_\_

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**Ministry / group name:** \_\_\_\_\_

Lead or contact person: \_\_\_\_\_

Communications confidence (1-5): \_\_

Would likely submit 2-4 times/year: [ ] Yes [ ] Maybe [ ] No [ ] Unsure

Pastoral notes: \_\_\_\_\_

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**Ministry / group name:** \_\_\_\_\_

Lead or contact person: \_\_\_\_\_

Communications confidence (1-5): \_\_

Would likely submit 2-4 times/year:  Yes  Maybe  No  Unsure

Pastoral notes: \_\_\_\_\_

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**Ministry / group name:** \_\_\_\_\_

Lead or contact person: \_\_\_\_\_

Communications confidence (1-5): \_\_

Would likely submit 2-4 times/year:  Yes  Maybe  No  Unsure

Pastoral notes: \_\_\_\_\_

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## PAGE 5: THE REFLECTION AND SUMMARY

Now that the grid is as complete as you can make it, step back and notice what you are seeing.

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### REFLECTION QUESTIONS

#### **Which originators are already effectively Champions, even if uncommissioned?**

List the three to five people whose work you have just mapped who, in practice, have been carrying parish communications for their ministry for some time without formal recognition.

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#### **Which originators would be the easiest first invitations?**

Of the ministries in the grid, which three are most likely to produce a warm "yes" if you invited the lead to become a commissioned originator? Often these are the ministries whose leaders are confident, communicative by nature, and not already overloaded.

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#### **Which originators need pastoral care before they can be invited?**

Are there people in the grid whose circumstances (illness, bereavement, family difficulty, burnout in another role) mean that inviting them now would be the wrong pastoral choice? Who are they, and what does the right pastoral care look like for each?

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#### **Are there ministries with no named contact? What does that mean?**

Sometimes a gap in the grid reveals a ministry that has quietly atrophied, or one that is being carried informally by the parish secretary without being named as its own ministry. What do the gaps tell you?

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**Is the parish secretary currently carrying functions that should be redistributed?**

Looking at the grid, are there ministries where the parish secretary is named as the originator simply because nobody else has stepped forward? If so, the goal of commissioning Champions is, in part, to lift these from her shoulders.

Which specific functions, currently carried by the parish secretary, should be among the first redistributed?

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**THE SUMMARY**

In the space below, write a short summary of what you have learned from this audit. A few sentences. Not a report; a note to yourself and to whoever you will discuss this with next.

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**NEXT THREE CONVERSATIONS**

Based on this audit, the next three conversations you want to have are:

1. With \_\_\_\_\_, *about* \_\_\_\_\_
2. With \_\_\_\_\_, *about* \_\_\_\_\_
3. With \_\_\_\_\_, *about* \_\_\_\_\_

Put these in your calendar now, with tentative dates. The audit is only useful if it leads to conversations.

*Based on the True Light Digital Formation framework. For the cornerstone essay on which this audit is based, see [truelight.digital/formation/communications-champion/](http://truelight.digital/formation/communications-champion/).*

*When you are ready to move from audit to commissioning, the Parish Communications Champion Role Description template (T1) and the Reflection Guide for the Priest (R1) will support the next conversations.*

*True Light Digital publishes this worksheet as part of its free Formation library. If your parish would value support in building a wider communications system, please contact us at [sean@truelight.digital](mailto:sean@truelight.digital). If not, we hope this worksheet serves you well on its own. That is the goal.*