

# LOCAL CHURCH MINISTRY AUDIT

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NAME OF CHURCH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PASTOR: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

PASTOR CONTACT PHONE #s: \_\_\_\_\_

PASTOR'S EMAIL: \_\_\_\_\_

CHURCH WEBSITE: \_\_\_\_\_

**Please attach a copy of the church's current budget and any organizational charts (for staff or lay leadership).**

1. Does our church offer more than one Sunday morning worship service? \_\_\_\_\_

What hours? \_\_\_\_\_

Average attendance of each? \_\_\_\_\_

Do you offer worship on a day other than Sunday? \_\_\_\_\_

When? \_\_\_\_\_ Average Attendance \_\_\_\_\_

2. If more than one, does the same pastor preach each service, or is there a choice? \_\_\_\_\_

3. Does our church have a pre-school (usually half day)? \_\_\_\_\_

How many attend? \_\_\_\_\_

4. Does our church have a day care (all day)? \_\_\_\_\_

How many attend? \_\_\_\_\_

5. Does our church have a preschool (half day)? \_\_\_\_\_

How many attend? \_\_\_\_\_

6. Does our church have other weekday children's ministry? \_\_\_\_\_

How many attend?

7. How many new ongoing classes or small groups have we started in the last two years? \_\_\_\_\_

Please list them \_\_\_\_\_

\_\_\_\_\_

10. How many children attend classes or children's church on Sunday? \_\_\_\_\_

11. Does our church have Sunday or weekday evening programs/ministries? \_\_\_\_\_

If so, please list them.

\_\_\_\_\_

\_\_\_\_\_

13. Does our church have Bible studies? \_\_\_\_\_

If so, please list them.

\_\_\_\_\_

\_\_\_\_\_

14. Does our church have athletic programs? \_\_\_\_\_

If so, please list them.

\_\_\_\_\_

\_\_\_\_\_

15. List any other people ministries or gatherings

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. List any major mission projects or causes where the church is active

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



20. How many members have we lost each of the last ten years? (with the most recent year first)

Year	Death	Withdrawal	Transfer	Other Denom. Transfer	TOTAL

Ten year average loss per year is: \_\_\_\_\_

Who is responsible for follow up with new people, and assimilation into the church's ministry?

\_\_\_\_\_

What do we do to help our new members get well-connected?

\_\_\_\_\_  
\_\_\_\_\_

21. Worship attendance last 10 years. Most current year first.

Year	Average Attendance	Percent + (-)

Worship has increased/decreased \_\_\_\_\_% in the last 10 years.

22. List the number of each of the following small groups (where groups have more than one core emphasis, between these categories so that each group is counted once.)

- a. Recovery \_\_\_\_\_
- b. Support \_\_\_\_\_
- c. Learning \_\_\_\_\_
- d. Mission or discipling \_\_\_\_\_
- e. UMW/UMM/other denominationally affiliated groups \_\_\_\_\_
- f. Sunday School \_\_\_\_\_

23. Tenure of present pastor(s): \_\_\_\_\_

24. How much vacation do our pastor(s) and/or staff receive? \_\_\_\_\_

25. Number of present staff:
- Pastor/Leader/Director Staff - Full time \_\_\_\_\_
- Pastor/Leader/Director Staff - Part time \_\_\_\_\_
- Total Full time Leader staff (add up the part time people) \_\_\_\_\_
- Support Staff - Full time \_\_\_\_\_
- Support Staff - Part time \_\_\_\_\_
- Total Support Staff (add up the part time people) \_\_\_\_\_

(Note: leader staff are defined as staff who work directly with people in ministry, including any appointed pastors. Support staff are behind the scenes people such as custodial and administrative personnel who see to it that all systems are go so that ministry can happen.)

26. Does our paid staff hold weekly staff meetings? \_\_\_\_\_

27. What is our nominating process for new leaders?  
 \_\_\_\_\_  
 \_\_\_\_\_

28. Do we encourage and use Spiritual Gift Inventories? \_\_\_\_\_

29. What is our greatest challenge in developing lay leaders?  
 Recruitment? Equipping? Identifying? Deployment? \_\_\_\_\_

30. Do we need more worship space?  
 (Do not estimate or take an architect's word. Measure by actually having several people sit on a pew and measure what is comfortable and then compute throughout the sanctuary or measure actual pew length and divide by 22 inches.) \_\_\_\_\_

a. Sanctuary capacity: \_\_\_\_\_

b. 80% capacity \_\_\_\_\_

c. Average attendance at largest service \_\_\_\_\_

(if c is larger than b the answer is yes.)

31. Do we need more nursery space? \_\_\_\_\_

a. Nursery capacity: \_\_\_\_\_

b. 80% of capacity: \_\_\_\_\_

c. Average main attendance: \_\_\_\_\_

(If c is larger than b, the answer to #6 is yes.)

How many nursery personnel at main attendance? \_\_\_\_\_

Is there a nursery for all events? \_\_\_\_\_

Are infants and toddlers separated? \_\_\_\_\_

Are there any nursery policies that are given to the parents? \_\_\_\_\_

32. Do we need more children's space? \_\_\_\_\_  
Allow 30 square feet per person for kindergarten and under; 20 square feet per person for first grade and up.

- a. Current children's space capacity \_\_\_\_\_
- b. 80% of capacity: \_\_\_\_\_
- c. Average main attendance: \_\_\_\_\_  
(If c is larger than b, the answer to #32 is yes.)

33. Which Sunday classes are over 80% room capacity ?  
\_\_\_\_\_  
\_\_\_\_\_

Do we need to rearrange any of these classes? \_\_\_\_\_

34. Number of classrooms available: \_\_\_\_\_  
Number of classrooms presently used: \_\_\_\_\_

35. Do we offer satellite ministries off of our property? \_\_\_\_\_

36. How much land do we own? \_\_\_\_\_

37. What is the average attendance of the largest worship service: If Sunday School or Children's Ministry and Worship occur at the same hour, count both in the total number at that hour if it is the largest attendance. \_\_\_\_\_

38. Parking:  
Average number of people per car: \_\_\_\_\_

(You can ask an usher to do a random count on Sunday. Older congregations may average as low as 1.5 persons a car. Younger congregations with lots of children may average as high as 3 persons a car. Most churches average around 2)

Number of off-street parking spaces available (please count) \_\_\_\_\_

80% Factor: \_\_\_\_\_

Number of spaces needed to accommodate attendance  
(attendance at highest hour divided by avg # of persons/car): \_\_\_\_\_

How many spaces do we need to add? \_\_\_\_\_

39. Our total indebtedness is: \$ \_\_\_\_\_
40. The percentage of our present budget going to debt service: \_\_\_\_\_
41. When was the last building program? \_\_\_\_\_
42. What was built? \_\_\_\_\_
43. a. How many new families visit each week? \_\_\_\_\_  
 b. Do we contact them within 48 hours? \_\_\_\_\_
44. What percent of these families join? \_\_\_\_\_
45. Does our church have a New Members Class or an Inquirers Class? \_\_\_\_\_
46. Do we have a booth or designated area for information?  
 If so, is it well marked? \_\_\_\_\_
47. List Budget totals for the past ten years including operational and debt service.  
 List the most recent year first.

Year	Budget Total	Year	Budget Total

48. Do we have a pledge drive every year for the budget? \_\_\_\_\_
49. If so, What time of the year is the pledge drive? \_\_\_\_\_
50. Do we encourage and facilitate automated giving? \_\_\_\_\_
51. What percentage of our income is received through automated debit? \_\_\_\_\_



52. Based on our record, what kind of income can we expect next year if we do nothing different?

Pledges/current members	\$ _____
Pledges/new members*	_____
Loose plate	_____
Regular non-pledger	_____
Building usage fees	_____
Special offerings	_____
Interest	_____
Other	_____
<b>TOTAL</b>	<b>\$ _____</b>

53. Do we select our stewardship leaders on the basis of their giving patterns and willingness to give of themselves? \_\_\_\_\_

54. Do we contact new members for a pledge? \_\_\_\_\_

55. Do we teach tithing? \_\_\_\_\_

56. How are campaigns conducted?  
\_\_\_\_\_  
\_\_\_\_\_

57. Analysis of last three stewardship programs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

58. Complete the following chart for the last ten years: (Most recent year first.)

Year	Worship Average	Budget Income	Amount Of Income Per Person Avg. Attendance

To compute per capita giving, divide worship total into budget total for each year.  
 To compute per capita giving of budget income to worship, divide worship total into budgeted income total for each year.

59. List of Financial Resources:

- Endowments \_\_\_\_\_
- Wills \_\_\_\_\_
- Capital Fund Pledges \_\_\_\_\_
- Cash Reserves \_\_\_\_\_
- Foundation \_\_\_\_\_
- Stocks and Bonds \_\_\_\_\_
- Other \_\_\_\_\_
- TOTAL \_\_\_\_\_

- 60. Is there a plan to use this money? \_\_\_\_\_
- 61. When was the last Capital Fund Drive? \_\_\_\_\_
- 62. Does our pastor know what each member gives? \_\_\_\_\_

63. What is our church's mission statement?

64. List any officially adopted objectives (goals) of the church:

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