

# Ministry Audit

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**Overview** Although there are no standard ministry audit procedures for the United Methodist Church, below are some helpful guidelines in assisting your church with the ministry audit process.

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**Purpose** The purpose of the ministry audit is to ensure that all ministries are in alignment with the mission of the church. As a part of the UMC, it is understood that the mission of the church is to “make disciples of Jesus Christ for the transformation of the word” as stated in the UMC Discipline.

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- Guidelines**
- The ministry audit is an on-going process not a one-time assessment. The audit should be completed on an annual basis.
  - If a ministry area is found to not be in alignment with the mission during the audit, the ministry should either be realigned or stopped completely. If the ministry is realigned, a definitive time period should be established to re-evaluate the effectiveness of the realignment.
  - Each ministry area should have goals, which when accomplished will support the church’s mission and vision. These goals should be: Specific, Measurable, Achievable, Relevant, and Time-Based. (**SMART**)
  - Before new ministries are formed, it should be evaluated for its alignment with the mission. If the new ministry is not in alignment with the mission, then the formation of the new ministry should be re-considered or possibly realigned.
  - Attachment “A” is a helpful visual tool to assist Boards/Church Council to “see” where their current ministries are aligned in the purpose and focus. During the first audit, many churches find their current ministries falling into the bottom left quadrant. However, the idea is to have as many ministries fall into the upper right hand quadrant as possible.
  - Attachment “B” is the actual Ministry Audit form. Some churches have been known to adjust/adapt this form to more closely suit their needs and structure.
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## Attachment "A" – Mission/Ministry Audit

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### Instructions

This activity can be done as part of a church Ad Board/Council meeting on a flipchart at the front of the room so that everyone can see a visual image of the overall church's mission/ministry efforts.

- Divide the page into four quadrants as shown on the next page.
- Label the left side "Focus" with the top two boxes representing "External" and the bottom two boxes "Internal."
  - Who is this program focused at? Those outside the church—External; or those inside the church—Internal.
  - Another indication would be who benefits the most from this program. For example, a church may start a Sunday breakfast ministry with the thought that they can feed new families who visit their church. However, the vast majority of people who come to eat are already members. This would be an "Internal" ministry.
- Label the Bottom of the page "Purpose" with the two left-side boxes representing "Entertain/Edify" and the two right-side boxes "Equip/Evangelize."
  - Is the program designed to provide fellowship or to teach?
  - Or is the program designed to equip the congregation to reach new people for Christ? (our mission)
- Have the group call out each mission/ministry area of the church and list them in the appropriate box.
  - You should avoid any attempts to label a mission/ministry as "both" for either focus or purpose. The reality is that all programs could be a little both, but are more one than the other.

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**Attachment "A" – Mission/Ministry Audit, Continued**

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**FOCUS** ↓

External		
Internal		

**PURPOSE** →

Entertain/Edify

Equip/Evangelize

From Paul Borden and Milfred Minatrea

# Attachment "A" – Mission/Ministry Audit, Continued

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## EXAMPLE

**FOCUS** ↓

<b>External</b>	Family Circus Boy Scouts	Oasis food pantry Comedy night
<b>Internal</b>	Friday fish fry Care & recovery classes	Sunday school Small groups

**PURPOSE** →

Entertain/Edify

Equip/Evangelize

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# Attachment "B" – Ministry Audit form

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Name of Ministry:

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Staff Representative:

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Person completing this form:

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email:

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Phone number:

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Average number of different people engaged in this ministry each week:

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Total number of different people engaged in this ministry over the course of a year:

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Intended purpose of this ministry:

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How is this ministry supposed to help make NEW disciples:

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If the making of NEW disciples has not occurred, what changes will be made in order to make NEW disciples with regularity and consistency in this ministry?

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When will these changes be made or when will this ministry be closed

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If changes are made, when will the ministry be evaluated again in order to ensure the changes are working?

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*Please see reverse side for additional questions and comments*

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## Attachment "B" – Ministry Audit form, Continued

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Number of persons who have become fully engaged in our discipleship program as a result of this ministry in the past year:

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Please list names: (use additional pages if needed)

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Number of persons who have made a profession of faith and/or have been baptized as a result of this ministry in the past year:

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Please list names: (use additional pages if needed)

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Additional Comments:

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