



Ministry Audit & Assessment Worksheet

Use this worksheet to assess the purpose, organization, and effectiveness of an existing ministry in your church.

1. Ministry Overview

- What is the name of the ministry?
- Who currently leads this ministry?
- What is its stated purpose or mission?
- How long has this ministry been active?

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2. Mission & Alignment

- Does this ministry align with the church's vision and mission?
- Are the goals of this ministry still relevant?
- Is there a documented mission or set of outcomes?

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3. Participation & Engagement

- Who participates in this ministry (age, demographic, group size)?
- Has participation increased, decreased, or remained consistent over the past 12 months?
- What feedback (positive or negative) has been received from participants?

4. Leadership & Structure

- Is there a clear leadership structure within the ministry?
- Are roles and responsibilities clearly defined and documented?
- Is leadership trained, supported, and empowered?

5. Communication & Collaboration

- How is information shared within this ministry (meetings, texts, email)?
- How does this ministry collaborate with other ministries or departments?
- Are there any recurring communication challenges?

6. Impact & Results

- What measurable outcomes has this ministry produced in the past year?
- Are those outcomes aligned with its purpose?
- What stories, testimonies, or data support the ministry's impact?

7. Resources & Budget

- What financial, human, or material resources does this ministry use?
- Is the budget sufficient and responsibly managed?
- Are resources being duplicated or underutilized?

8. Improvement Areas

- What are this ministry's top three challenges?
- What could be improved or eliminated?
- What support is needed from church leadership?

9. Future Recommendation

- Should this ministry be sustained, restructured, or sunsetted?
- What changes will help it thrive in the next 6–12 months?
- Who should be involved in implementing these changes?