

## St. Swithin's Digital Audit Checklist

**Desired capabilities so that the next Rector and St. Swithin's have what they need for ministry going forward. This St. Swithin's has an ASA of around 80 and one part-time parish administrator. Adjust as needed.**

### ❖ Communications:

- Reliable, fast internet access in both office area and in any common areas including worship spaces: secure and guest connections. Are you getting what is in the internet service provider's contract? When was it reviewed?
- Telephones: good business instruments with speaker/voice mail/answering machine. Up-to-date service plan based on current usage. When was the last time anyone looked at the contract?
- Audio/video conference calling or web meeting accounts e.g. Freeconferencecall.com, Skype, etc.
- Web-based email marketing tool (e.g. MailChimp, Constant Contact, etc)
- Social Media with norms for engagement
  - Facebook with multiple admins
  - Twitter, Blog, etc
- Up-to-date website that authentically is St. Swithin's digital face to the world with webmaster(s) to maintain that up-to-date status. Staff or volunteer? If that person is hit by a bus, who could step in?
- Document processing
  - ◆ Pamphlets, flyers, booklets
  - ◆ Newsletters-these are becoming less and less important
  - ◆ Whatever needed to support program delivery
  - ◆ Full Adobe is nice to have but the free Reader is often adequate

### ❖ Program Delivery and Ministry:

- Worship and liturgy
  - ◆ Prepare and publish worship bulletins and booklets
  - ◆ Play photo DVDs at funerals, receptions and special events. St. Swithin's is easily the preferred site for visitations when funeral is held in the church.
  - ◆ *Rite Stuff*
  - ◆ Specialized music writing software
  - ◆ QRC code for parish website
  - ◆ Projection equipment?
- Christian Discovery
  - ◆ Presentations with PowerPoint, DVD/Blu-ray, You tube
  - ◆ Available in parish hall, meeting rooms, library/parlor, foyer/narthex
- Outreach: Any specialized needs for ministry e.g. food bank, health clinic, outreach ministry?

❖ Stewardship:

- Financial accounting software in accordance with standards for audit, appropriate for size of congregation e.g. Church Windows, Revelations/Icon, Quickbooks, ACS
- Back-up and offsite storage of important files
- Database management for parishioner data and giving records.
- Protection against power loss, surges and interruptions.
- Timely support
- Password managed and safe!
- Training for staff

❖ Workstations:

- Parish Administrator in Parish Office
- Rector's office (remembering that new Rector may prefer Apple technologies) with local printer.
- An additional workstation for Treasurer or eventually an office volunteer with local printer.
- All need to be able to share files, have access to main Copier and be appropriately secure.
  - ◆ Database access at all three
  - ◆ Financial management access from Office and 2<sup>nd</sup> workstation.