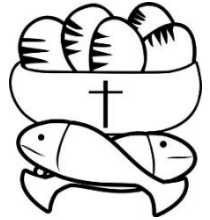# COMMUNICATIONS PARISH INVENTORY
What's in our tool box? (in the basket)

The Communications Parish Inventory will help you identify the communication functions you currently do, who does them and what challenges you experience in these areas. A quick inventory will help to plan and collaborate for the future.

REGION *(circle or underline your parish region)***:** **Winnipeg River, Native Ministry, Mountain, Red River, Seine River, Kilcona, South Urban English, French Urban**	**NAME of PARISH** *- rural parishes, please include name of* **TOWN**:
Circle or underline the appropriate answer.s & provide information where indicated	

1. Does our parish have a Parish Secretary?   Yes   No

Name: _____
Parish Office Email: _____

2. Does our parish have a Parish Pastoral Council (PPC)?   Yes   No

Name of Chair: _____   Email: _____
Name of Co-Chair: _____   Email: _____

3. Does our parish have a database (information about our parishioners that is collected and stored such as their: first name, family name, address, phone number, email, etc.)   Yes   No

   A.   **If you answered Yes:**
     i.   what type of database do you use:
        On *paper*   *Online* in a *Word* document   *Excel*   *Church Watch*
        Parish Friendly Solutions
        Other program? Name of: _____

     ii.   Does someone manage the database? Yes   No
        If yes, name of person: _____
        Role in parish: _____
        Is the database kept up to date?   Yes   No

     iii.   Does it include the parishioners' email address?   Yes   No   Only for some parishioners

   B.   **If you do not have a database:**
     i.   Would you like to know more about obtaining a database?   Yes   No

4. **Does our parish have a Parish Bulletin?**   Yes   No
   If yes, is it distributed in print?   Yes   No
   If yes, is it distributed by email? Yes   No
   Who prepares our bulletin? Name of person: _____
   Role in parish: _____
   Email: _____

5. **Does our parish have a Parish Website?** Yes   No
   Who manages our website? Name of person: _____
   Role in parish: _____
    Email: _____

6. **Does our parish have Social Media**? (such as *Facebook, Twitter, Instagram, Blog*)   Yes   No
   Which Social Media do we have? Facebook   Twitter   Blog
   Other social media: _____
   Who manages our Social Media? Name of person: _____
   Role in parish: _____
   Email: _____

7. **Does our parish need training to use any of these programs**?   Yes   No
   Name the kind of training or support we need:
   _____
   _____
   _____

8. **Does our parish publish a parish newsletter**? Yes   No
      If yes, is it distributed in print?   Yes   No
      If yes, is it distributed by email? Yes   No

9. ******<u>What tools of communication does our parish use to communicate parish events, activities etc. to our parishioners?</u>***
   Church bulletin   Announcements at Mass   Phone calls   Canada Post
   Email   Posters placed in our parish church
   Social Media, which ones: Facebook, Twitter, Instagram, other (name them:))_____Other tools
   of communication our parish uses (name them): _____
   _____

10. **What other needs do we have in Communications for which we need support, training etc.?**
   _____
   _____
   _____
   _____
   _____

Thank you for sending the completed inventory to:
communications@archsaintboniface.ca