

Web & Communications Self-Audit Form



The following questionnaire is designed for congregations and organizations to determine basic policies and procedures for websites and electronic communications. Please keep this form for yourself, especially if you have written passwords on it.

1. What is/are the main URL/URLs for your organization?

2. What company have you purchased the URL(s) from (GoDaddy, Enom, etc), and what is the login name, registered agent, email contact, etc? Note: PLEASE KEEP THIS CURRENT
Company: _____ Registration Name: _____
Email: _____ Login name (sometimes different): _____
Password Location (eg. Filed in XYZ office): _____
3. What billing cycle is the URL on, and who is in charge of ensuring that the renewal is actually renewed?
Note: Some billing is for 3 years, and some yearly: _____ Site Expires: _____
4. What company hosts your website, and what company created your website? This can be the same person as the agency that created your website, or could be a different company.
Note: This is often separate from the purchase of a URL.
Hosting Company: _____ Web Creator: _____
5. What content management system do you use for your website? Does a staff person make changes, and know how to use it fully? Who else is trained on this software?

6. Who is the lead person or who is authorized to use your website, and decide who else can use your website? What others have passwords to the site and make changes?

7. What social media accounts and subaccounts do you use (Facebook, Pinterest, Twitter, Vimeo, YouTube)? Have you registered your organization name for them? What is the URL of the account, and who is responsible for each of these accounts? Are there multiple accounts (Youth Facebook, etc)?
Account, URL, Password: _____
Account, URL, Password: _____
Account, URL, Password: _____
8. In an emergency, is there a person or persons deputized to update websites and social media?

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9. Does the parish have written or unwritten policies about how photos taken on premises are used?

10. Has the parish reviewed the diocesan Social Media Guidelines?
YES or NO
11. Have you checked what other websites are saying about your organization, and have you assisted them where necessary and possible? For instance, is your Google address correct? Does your address and correct information show up when you Google your own organization, or “episcopal” and your city name?
YES or NO
12. Is someone familiar with laws on copyright, etc, for music, entertainment and other issues?
YES or NO.
13. Are there unwritten or written policies about prayer requests, either online, in email, or printed?
YES or NO.
14. Is your electronic equipment workable? Who actually owns it? Is all of it inventoried on spreadsheet or printed list? Is broken equipment repaired?
YES or NO.
15. Is there an organized system of digital files, in an accessible computer or server, that more than one person operates and has access to?
YES or NO.
16. Are there backups for necessary digital files that might be critical in the future, including bulletins, vestry minutes, audio sermons, photos, etc.?
YES or NO.
17. In the unlikely event that a reporter from a news organization calls about a serious matter, and not just a listing, does the organization have a policy on who needs to talk to the media?

Questions? Contact:

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