



NEW BRITAIN NEW IRELAND MISSION

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DRAFT

COMMUNICATION MEDIA DEPARTMENT

COMMUNICATION MEDIA DEPARTMENT AUDIT FORM – LOCAL CHURCH

Please try to answer all questions honestly and accurately as possible. The Communication Department is responsible for the representation, image and identity of the church thus church area, environment, facilities including media, audio/visual equipment are all included as part of this audit form. This form should be completed by Communication Leader together with Church Pastor/Elder/Deacon/Deaconess where required.

Date: _____

Church Name:

Location

Province: District: Organised:

Church Pastor (and/or Elder):

Do you have a communication Leader: Yes No

If yes: Name of Communication Leader: _____

Mobile/Email of Communication Leader: _____

Facilities

Is there electricity (power) to your church? Yes No
If yes – how do you access electricity? PNG Power Gensat Battery Solar
Other _____

Is there water accessible to your church? Yes No
If yes- how do you access fresh water? PNG Water Tank Well Water River
Other _____

Does your church have toilet facilities? Yes No If Yes, type: Pit Septic Over Sea

Does your church have shower facilities? Yes No

Noticeboard

Does your church have a notice board? Yes No

If yes – Is it being used regularly? Yes No
Which departments use it? (List here)

Do you have the following on the noticeboard?

- Preaching List
- Bible Reading Plan
- Duty Roster
- Church Planner
- Spirit of Prophecy Reading Plan
- District Planner
- Weekly Program Schedule
- Mission Planner

Comments about Notice board

Projector

Does your church use a projector? Yes No

If yes – Who does it belong to? Church Church Member Other _____

NBNI COMMUNICATION DEPARTMENT AUDIT FORM FOR LOCAL CHURCH

How often does the church ground area gets cleaned? Eg. Lawns mowed, Flowers cut

Weekly Fortnightly Monthly Other _____

Comments

Church Service

Does your church use an Electronic Hymnal for Church Service? Ie. Powerpoint Always Sometimes
Never

Does your church have Hymnals and Bibles available for visitors? Yes No
If Yes, how many Hymnals _____ Bibles _____

Church Library and Publications

Do you have a church bulletin/newsletter? Yes No

If yes – how often do you release it? Every Sabbath Fortnightly Monthly

Comments

Do you receive the **Island Tavor –NBNI Quarterly Newsletter**? Yes No

If yes - What was the last edition received?

Do you receive any of the following church publications?

Record Adventist World Elder's Digest Ministry Magazine

Other

Does your church have a library? Yes No

If yes, what reading materials are in your library?

Online Media

Does your church have a website? Yes No If yes, what is the address:

And who is the administrator?

Does your church have any of the social media accounts? Facebook Twitter Youtube

Does your church have an email address?

Does your church have a phone number? Post Office Box?

Reporting

Do you keep an Announcements Book? Yes No Comment _____

Do you keep a Divine Service Book? Yes No Comment _____

Do you have a Communication reporting form? Yes No IF yes – attach a copy.

Completed by (Name(s)): _____

Date Completed: _____

Date Received: _____

**COMMUNICATION MEDIA
DEPARTMENT**