****Our Lady of the Holy Souls**

**KENSAL NEW TOWN**

**Parish Skills Audit**

Name:

Contact email / phone number:

Time to give *(please circle)*: Age range *(please circle*):

Once a week 0-18 18-35 35-50 50-65 65-80 80+

Once a month

Once every three months

Less regularly

Please tick your skills/experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **Governance and Leadership A lot** | | **Some** | **Open to training** |
| Experience leading projects/events/teams |  |  |  |
| Experience being a part of a leadership team |  |  |  |
| Safeguarding |  |  |  |
| Data protection |  |  |  |
| **People** | |  |  |
| Leading prayer |  |  |  |
| Pastoral visits to sick and housebound |  |  |  |
| Welcoming / front of house |  |  |  |
| Adult education |  |  |  |
| Working with children / teenagers (please specify) |  |  |  |
| Working with those with disabilities or special educational needs |  |  |  |
| **Finance** | |  |  |
| Accountancy |  |  |  |
| Financial planning/budgeting |  |  |  |
| Understanding accounts and financial info |  |  |  |
| Counting money |  |  |  |
| **Operations** | |  |  |
| Health and safety |  |  |  |
| Facilities/property management/odd jobs |  |  |  |
| General Contractor e.g. electrician, plumber (specify): |  |  |  |
| Fire Warden |  |  |  |
| General administration e.g. filing, typing |  |  |  |
| Cleaning, vacuuming, tidying |  |  |  |
| **Digital** | |  |  |
| IT support |  |  |  |
| Data management |  |  |  |
| Website design |  |  |  |
| Social media/ Website Content Management |  |  |  |
| Microsoft Word, Excel, PowerPoint, etc |  |  |  |
| **Creative** |  |  |  |
| Music: vocal and/or instrument (specify): |  |  |  |
| Reading at Mass |  |  |  |
| Organising sport/leisure events (specify): |  |  |  |
| Video / photography |  |  |  |
| Catering / hospitality / cooking |  |  |  |

Please note other skills, experience or qualifications that you feel may support our parishes:

**Protecting your privacy**

*Thank you for taking part in this skills audit of our parishes. Your personal details will be stored on the parish computer securely. Your details will only be used to assist in discerning ways in which your skills can be utilised for Jesus’ mission here. Your details will not be shared with any other party. You can read our full privacy policy on rcdow.org.uk/diocese/privacy-policy*

|  |  |  |  |
| --- | --- | --- | --- |
| Counting money |  |  |  |
| **Operations** | |  |  |
| Health and safety |  |  |  |
| Facilities/property management |  |  |  |
| General Contractor e.g. electrician, plumber. Specify: |  |  |  |
| Fire Warden |  |  |  |
| General administration e.g. filing, typing |  |  |  |
| Cleaning, vacuuming, tidying |  |  |  |
| **Digital** | |  |  |
| IT support |  |  |  |
| Data management |  |  |  |
| Website design |  |  |  |
| Social media/ Website Content Management |  |  |  |
| **Creative** |  |  |  |
| Music: vocal and/or instrument (specify): |  |  |  |
| Organising sport/leisure events (specify): |  |  |  |
| Video / photography |  |  |  |
| Florist |  |  |  |
| Catering / hospitality |  |  |  |

Please note other skills that you have and feel may support our parishes:

**Protecting your privacy**

Thank you for taking part in this skills audit of our parishes. Your personal details will be stored on the parish computer securely. Your details will only be used to assist in discerning ways in which your skills can be utilised for Jesus’ mission here. Your details will not be shared with any other party. You can read our full privacy policy on rcdow.org.uk/diocese/privacy-policy