



CATHEDRAL OF MARY OUR QUEEN

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CMOQ Ministry Questionnaire

Date: _____

Name: _____ Ministry: _____
(First) (Last) Role: _____

1. With which ministries do you interact? Select all that apply. How often do you interact with them? How would you rate your interaction on a scale of 1 – 10 (with 10 being the most positive interaction)? Please provide improvement suggestions.

| Ministry | Interaction Frequency | | | | | Interaction Rating | | | | | | | | | |
|---|-----------------------|--------|-----------|-------|------------|--------------------|---|---|---|---|---|---|---|---|----|
| | Never | Rarely | Regularly | Often | Very Often | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="checkbox"/> Pastoral Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Education Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Liturgy Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Service Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Stewardship Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Evangelization Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Finance Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Technology Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Parish Office Suggestions: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> SMOQ Suggestions: | | | | | | | | | | | | | | | |

2. Describe how your ministry recruits new members. We welcome suggestions on how you recommend CMOQ should recruit new members.

3. Does your ministry have dedicated parish staff assigned? Yes No
If **Yes**, please describe your experiences with regard to the service provided and timeliness of responses. Also, please note how you communicate (e-mail, voicemail, in-person, etc.) and what you find to be the most effective way to communicate.

If **No**, do you think your ministry should have dedicated parish staff assigned? Yes No
Suggestions:

4. Do you have sufficient access to the parish facility? Yes No
If **No**, please explain.

Improvement Suggestions:

5. What technology tools do you have access to from CMOQ to help you minister and communicate with your other ministry peers? Select all that apply. Please provide improvement suggestions.

E-mail

Website

Audio Conference Bridge

E-mail Blasts

E-Calendars

Copier

PC with Office/Publishing Software

Projector

Other, please describe what technology tools of your own do you use for CMOQ ministry if you have not had access to them from CMOQ.

Improvement Suggestions:

6. Describe the procedures you follow to schedule meetings, facilities or an event. Explain how you notify staff of facility needs, typically.

To whom are requests sent?

Do you typically await a response from staff before making a meeting date permanent? Yes No

How far in advance do you submit schedule of facility needs?

Do you submit an annual schedule for the June master calendar session, when requested? Yes No

Are you satisfied with how ministry meetings/events are scheduled? Yes No

If **No**, please explain.

7. Do our websites meet your needs? Yes No

How frequently do you access our websites? How would you rate your experience on a scale of 1 – 10 (with 10 being the most satisfying experience)? Please provide improvement suggestions.

Access Frequency

Experience Rating

Never Rarely Regularly Often Very Often 1 2 3 4 5 6 7 8 9 10

CMOQ Website

SCMOQ Website

Facebook Page

Improvement Suggestions:

8. On a scale of 1 – 10 (with 10 being the highest importance rating), rate how important to your committee it would be if the following items were available on our website.

Ministry

Importance Rating
1 2 3 4 5 6 7 8 9 10

Homilies

New parishioner registration

Ability to update family information

Facility Schedules/Reservation System

Blog (to allow parishioner feedback)

Customized Bulletin Board ("MyCathedral")
for Sacramental Candidates (First Comm,
Confirmation, Matrimony)

Other, please describe any other items or topics you recommend we make available on our website.

9. Describe how your committee typically purchases items for an event or initiative.

Are approvals sought before purchase?
If **No**, please explain.

Yes No

Are funds expensed and then reimbursement sought after purchases?
If **Yes**, please explain.

Yes No

10. Does your committee establish an annual budget?

Yes No

If **Yes**, please explain (i.e. when you plan, the process your committee follows, etc.)

To whom on staff do you report your budget and needs for accounting and reporting purpose?

How often are prior year budget-to-actual comparisons conducted for expenditure control purposes?

11. Special Collections / Fundraising Processes

Does your committee organize special collections or fundraising events? Yes No

How do you notify staff of desire to have a collection/fundraiser?

What, if any, documentation is needed to request a collection/fundraiser?

How is awareness of the collection/fundraiser advertised to parishioners and other interested parties?

(Select all that apply.)

Flyer

E-mail

Posters

Web presentation

EVite

Other, please describe.

Who is assigned advertising responsibilities and are any resources on staff used to assemble CMOQ inventory of standardized marketing material and photos?

Who is allowed to handle funds from special collections/fundraisers?

Are there any special procedures you follow to ensure proper accounting of funds collected?

With whom are funds collected typically entrusted on staff?

How is post-fund raising reporting (success or failure) handled by Staff? Are you made aware of the results and do you do a post-event audit to determine what works/what doesn't?

12. Do you ever need facility set-up and break-down (seating, stage) or food set-up for facilities? Yes No

Are you relying on staff to handle food ordering and set-up, facility preparation? Yes No

13. Any other suggestions or comments? Thank You!!!