



RESOURCE SERIES
CLARITY TOOLS

Ministry *Margin Audit*

Creating room for what matters most

A Practical Tool for Creating Healthier Ministry Margin



*Margin creates room to lead, serve,
and respond with intention.*

everVine

Administrative & Operations Support for
Churches and Ministries

evrvine.com

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Thank you for downloading this everVine Clarity Tool.

At everVine, we believe thoughtful systems create space for meaningful ministry.

Whether you serve as a pastor, church administrator, ministry leader, or volunteer, administrative responsibilities can quickly consume the time and energy intended for shepherding people, developing leaders, and advancing your church's mission.

Our hope is that this resource helps you recognize where margin already exists, identify where it may be needed, and take practical steps toward a healthier ministry rhythm.

Every church is unique, and every ministry has different needs. We hope this resource offers clarity, organization, and a helpful starting point for your next steps.

Our Mission

Helping churches steward their time, systems, and resources so pastors and ministry leaders have more margin for ministry.

About everVine

everVine partners with churches and ministries to provide administrative, operational, and organizational support that gives leaders more time to focus on people and ministry.

From executive pastor support and church administration to systems, project management, and ministry operations, our goal is simple:

To help churches thrive through thoughtful support behind the scenes.

"Let the favor of the Lord our God be upon us, and establish the work of our hands upon us; yes, establish the work of our hands." Psalm 90:17

Why Margin Matters



Ministry is about people, not productivity.

When every space on your calendar is filled and every request feels urgent, it becomes hard to lead with clarity, care, and intention.

Margin is the breathing room that allows you to think clearly, make wise decisions, respond well to people, and be present for the moments that matter most.

This audit will help you identify where your ministry may be overextended and where you can create healthy margin.

Healthy margin helps you:



Think strategically and make better decisions.



Develop and empower your team and volunteers.



Respond well to people and unexpected needs.



Protect time for rest, renewal, and personal life.



Create space for what God is growing in and through you.



You do not have to do everything.

This is not about doing more.
It is about creating space for what matters most.
Let's take a look together.

Your Ministry Margin Audit



Read each statement and honestly assess how often it is true in your ministry right now. There are no right or wrong answers. Just clarity. Choose the option that best reflects your experience.

1

Rarely

(Almost never true)

2

Sometimes

(Occasionally true)

3

Often

(Frequently true)

4

Always

(Consistently true)



CALENDAR MARGIN

Our calendar leaves room for unexpected needs and opportunities.
I have protected time to plan, prepare, and think ahead.
There is margin in my schedule for rest and personal renewal.

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



COMMUNICATION MARGIN

I have clear systems for handling emails, texts, and messages.
I am not always “on call” and can step away without guilt.
Our communication is organized and doesn’t create unnecessary stress.

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



DECISION-MAKING MARGIN

I am not the bottleneck for every decision in ministry.
I have trusted people around me who can make decisions well.
We have clarity on who decides what and when.

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



TEAM & VOLUNTEER MARGIN

Our team is healthy, equipped, and not overextended.
Volunteers are used in their strengths and feel valued.
We have enough people to carry the current load.

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



ADMINISTRATIVE MARGIN

Our systems help the ministry run smoothly.
I am not buried in tasks that could be delegated or streamlined.
There is a plan in place for ongoing projects and responsibilities.

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



PERSONAL LEADERSHIP MARGIN

I am taking care of my physical, emotional, and spiritual health.
I have boundaries that protect my time and energy.
I have time to hear from God and stay connected to my purpose.

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐



Take your time and be honest.

This audit is simply a tool to help you see where margin exists and where it may be needed.

CLARITY

• STEWARDSHIP

• HEALTHY MINISTRY

Creating Margin: Your 30-Day Plan



You don't have to fix everything at once. Small, intentional changes create lasting margin.
Use your audit results to choose actions that will make the biggest impact right now.

Focus on progress, not perfection.



STOP

What no longer needs to be done, or what can be let go?

What will I stop doing or saying yes to?



SIMPLIFY

What could be made easier, shorter, or less complicated?

What can I simplify this month?



SYSTEMIZE

What recurring work needs a better process or structure?

What process or system will create more ease?



DELEGATE

What could someone else own or take off your plate?

What can I delegate or release to someone else?



PROTECT

What margin, time, or commitments need to be protected?

What will I protect and guard this month?



MY FIRST STEP

One small change can create a big shift over time.

The one margin-building change I will make this week is:

I will take this step by (date): _____

Healthy margin is not selfish. It is stewardship. It creates room for what matters most.

CLARITY



STEWARDSHIP



HEALTHY MINISTRY



Ready to Talk?

Whether you are exploring your options or ready to move forward, we would be honored to help you find the right solution for your ministry.

Schedule a complimentary Discovery Conversation



evrvine.com



info@evrvine.com



Helping churches steward their time, systems, and resources so they can focus on ministry.

Explore More Church & Ministry Resources:

everVine offers practical tools designed to help churches and ministry leaders create healthier systems, strengthen their teams, and make room for the people and priorities that matter most.

Explore resources for:

Leadership & Decision-Making — tools to bring clarity to priorities, responsibilities, and next steps

Planning & Healthy Rhythms — practical support for creating sustainable weekly and ministry rhythms

Delegation & Team Support — resources to help leaders share responsibility and equip others to serve well

Operations & Organization — tools for strengthening the systems that support ministry behind the scenes

Explore the Church & Ministry Resource Collection
evrvine.com/church-ministry-support

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