



## Pastor Time Audit Worksheet

Ministry was never meant to be managed from a state of exhaustion. Use this worksheet to evaluate where your time goes each week and identify opportunities to delegate, automate, or simplify. The goal isn't perfection—it's sustainability.

Category	Sample Tasks	Est. Weekly Hours	Delegate/Automate/Simplify
Sermon Prep & Study	Message prep, research, creative planning		
Pastoral Care	Counseling, hospital visits, prayer meetings		
Meetings & Oversight	Team meetings, supervision, planning		
Email & Communication	Inbox management, scheduling, announcements		
Administration	Reports, documents, policy work, event logistics		
Finance & Operations	Budgets, purchasing, vendor coordination		
Volunteer Coordination	Recruiting, scheduling, communication		
Tech & Facilities	Website, database, maintenance oversight		
Personal Growth & Rest	Reading, sabbath, family, exercise		

### Reflection Questions:

1. What surprised you about how your time is spent?
2. Which tasks could you delegate or automate first?
3. What would it look like to reclaim 5–10 hours each week?
4. Who could partner with you to make this change sustainable?

Virtual Executive Pastor helps churches build the systems, structure, and administrative support needed to protect pastors from burnout and create margin for ministry.

**Learn more:** [virtualexecutivepastor.com/virtual-administrative-services](http://virtualexecutivepastor.com/virtual-administrative-services)  
Clarity. Structure. Momentum.