CATHOLIC DIOCESE
— OF — YOUNGSTOWN —

FIRST STEP: ACCESS

- ☐ Identify who has access! Make sure pastor & staff also have access
- ☐ Multiple websites? Add links OR
- ☐ Choose one & streamline (redirection)
- ☐ Secure domain name to prevent hacking

WEBSITE AUDIT CHECKLIST:

- ☐ Merged parish name needs to be prominently displayed
- ☐ List all churches in the collaboration on shared website
- ☐ Pastor & staff up-to-date on website
    - ☐ Check bulletin website: pastor & staff updated
- ☐ Delete outdated content (COVID guidelines, old bulletins, events, etc)
- ☐ Bulletin easy to find (navigation, home page)
- ☐ Content on every page? If not, delete the page
- ☐ Check that social media buttons work
- ☐ Check ALL links for potential hacks & spam
- ☐ Make sure all photos & words are visible
- ☐ Remove photos of deceased individuals or move to a memorial page
- ☐ Remove page stats/web visit counter