**Healthy**

**Church**

**Initiative**

**SELF-STUDY &**

**CONSULTATION**

**INFORMATION**

**Preliminary Steps in the Healthy Church Initiative**



**Steps Toward Consultation**

1. Vote of Administrative Council/Board to enter into the Healthy Church Initiative (HCI).
2. Once voted and approved, contact Bob Allen, 210-408-4508, or ballen@riotexas.org.
3. Schedule with your coach the pre-weekend consultation laity workshop. This should be done six weeks prior to the consultation weekend.
4. Creation of **Prayer Team** – This team will commit to pray regularly for changes.
   1. For description of team duties see pages 27-29 of this document (For further reference, see pages 71-73 of *Direct Hit, Aiming Real Leaders at the Mission Field* by Paul Borden)
5. Creation of **Leadership Team** – This team consists of the church’s Board/Council or a smaller group of leaders whom the pastor recruits to shepherd the HCI process. This team is responsible for the Self-Study material preparation and the complete HCI process through the follow-up coaching stage.
   1. For description of team duties see pages see pages 29-31 of this document (For further reference, see pages 75-79 of *Direct Hit, Aiming Real Leaders at the Mission Field* by Paul Borden)
   2. It may be helpful to designate a point person for the completion of the self-study so that responsibility does not fall on the pastor or Admin chair.
6. The fee for the Healthy Church Initiative, Consultation Weekend, Coaching, and Peer Mentoring Group (if applicable) is as follows:
   1. Worship attendance of the church, 399 or less, fee is $500 (total for the process)
   2. Worship attendance of the church, 400 or more, the fee is $1000 for the process.
   3. Make your check payable to: Rio Texas Conference Treasurer (Indicate “HCI” on memo line.)
   4. Your check is due to conference office four (4) weeks prior to Pre-Consultation.

**Preparation for Weekend Consultation**



**One Month Prior to Consultation**

1. Pastor and congregation continue to pray about the upcoming church consultation.
2. All self-study materials for consulting team should be submitted by now to the HCI coordinator. Send one hard copy and one digital copy to Shelly Kennerdell ([skennerdell@riotexas.org](mailto:lramon@riotexas.org)). The digital copy may be too large to email, so consider using Dropbox, Box, or other free cloud services to transfer files. (On how to install Dropbox, see <https://www.dropbox.com/en/help/243>. On how to install Box see <https://app.box.com/signup/personal>. You can use these services to share very large files).
3. Recruit the people for the focus group and inform staff and leaders of their expected participation in the weekend (see page 4-6 of this document).
4. Recruit people for the Saturday workshop.
5. Begin advertising the Town Meetings, time and date.



**Two Weeks Prior to Consultation**

Submit the following to the lead consultant and HCI Coordinator electronically:

1. The Friday interview schedule including names and times of interviews. (sample included on pages 36-37)
2. The list of all who will attend the Friday night Focus Group.
3. The list of all who will attend the all-day Saturday session.
4. The schedule for Sunday morning worship and town hall meeting.
5. The dates for your 2-3 town hall meetings after the consultation weekend.
6. The date for the Church Conference 30-45 days after the weekend consultation agreed upon by your District Superintendent.

**Weekend Consultation**



**Consultation Weekend – Friday**

1. Staff Interviews**:** 
   1. Set up 45-minute interview times with each of the paid staff people (the actual interview is about 30-35 minutes with a short break included). Also, include unpaid staff if they are responsible for a ministry area. If you have a preschool or day care program, the director should be included in the interview schedule. The first interview will be an hour and a half with the pastor. The interviews will conclude by 5:00 p.m. The schedule should be backed up from 5:00, beginning in the morning with the pastor’s interview, if necessary. Be sure to include a 30 min lunch break. A sample schedule is on pages 36-37 of this document.
   2. If you do not have more than 3 staff members, please get 3-4 more lay leaders, like the Lay Leader, Ad Council chair, PPR chair, Trustees chair, UMW, or UMM presidents, or other key leaders, children’s area or hospitality, even if they are unpaid. We want at least six interviews plus the pastor, but no more than eight.
   3. Please write up a schedule for the interviews and forward a copy to the HCI Coordinator, at least two weeks before the church consultation.
2. Supper with Pastor, spouse and the Lead Consultantat 5:00 pm
   1. This is an opportunity to hear from the pastor’s spouse how things are going in the congregation.
   2. We will be back at church by 7:00 pm for the focus group.
   3. The dinner is provided by the lead consultant at a restaurant of the pastor’s choosing.
3. Focus Groupfrom7:00 pm – 8:30 pm
   1. This is a group of members that represent a cross-section of the congregation. They should not be staff or in leadership or relatives of staff or members in leadership roles. Very simply, these are people who are faithful in worship but who do not have not staff or leadership responsibilities. The pastor is not a member of the Focus Group. The Focus Group will begin at 7:00 pm and end by 8:30 pm (or earlier).
   2. Submit the names of these individuals at least two weeks prior to the church consultation. It is good for the pastor to introduce the consultant who will lead the focus group and then leave for the evening.



**Consultation Weekend – Saturday**

1. Staff and Leadership Sessions

*Flipchart & markers — plus a screen for the projector — must be provided by the church. Also, a large sheet of paper and pens should be set out for each table.*

* 1. **9:00 pm – 10:00** **pm** Ad. Council/Ad. Board meets with the coach
  2. **10:15 am – 3:00** **pm** Church-wide workshop (lunch 12-12:30pm provided by church)
     1. All church members are invited to attend this workshop. Staff (paid and volunteer), and the leadership of the church are required to attend this 10:15 am to 3:00 pm session. The consultant team will be providing teaching designed to move people from maintenance to missional thinking. This is a “must meeting” for as many of your church as possible in order that attitudes and commitment to mission can be developed.
     2. Please arrange for a lunch to be provided for all participants and the consultation team. Also, please submit a list of all participants in this session at least two weeks before the consultation weekend.

1. Report Written
   1. From 3:00 pm – 6:00 pm (or later) the consultation team will meet to draft the report to the congregation that will be submitted in the Town Hall Meeting on Sunday.
   2. Please provide a room at the church where the team can meet during the day on Saturday and for the time specifically allotted to writing. A copy of the report will be given to the pastor, on Saturday evening, and reviewed with the consultation team that evening.
   3. The pastor will arrange for copies of the final version of the report and action plan to be run for the town meeting the next day. The report is not to be shared with anyone other than the pastor before the Town Hall Meeting on Sunday.



**Consultation Weekend – Sunday**

Worship and Town Hall Meeting

1. The schedule for the morning needs to include time for worship and one hour set aside for the “Town Hall Meeting” at which time the report will be presented. The Town Hall Meeting can take the place of the Bible Class/Sunday School or can be presented at a congregation meal after worship.
2. The selection of the times is totally up to the pastor. The actual time of the Town Hall Meeting should be selected when the most people will be present to hear the report. The pastor may choose to begin or conclude the Town Hall Meeting. Consultation with the lead consultant or coordinator will help in determining the morning schedule.
3. It is important to share the dates for the upcoming meetings to discuss the report, probably 2-3 of these, and the date of the Church Conference for the vote on the prescriptions, at the Town Hall Meeting on Sunday.
4. One of the members of the consultation team will deliver the sermon, and the pastor of the congregation will be the liturgist. The Scripture text and theme will be provided by the consultant, but the rest of the service should follow the churches normal liturgy for the day.
5. HCI Team is to electronically submit the report and prescriptions to Bob Allen ([ballen@riotexas.org](mailto:ballen@riotexas.org)) and Shelly Kennerdell ([skennerdell@riotexas.org](mailto:skennerdell@riotexas.org)).



**4 to 6 weeks Post Weekend Consultation**

During this period of time, the pastor and congregation will decide whether to accept or reject the prescriptions offered by the consultation team. If the prescriptions are adopted a coach will work with the pastor and congregation for at the next 18 months.

If you have any questions on the church consultation, please contact the lead consultant for the weekend, the HCI Coordinator, or Bob Allen.

**Self-Study Checklist**

**Before** you mail the Self-Study packet described in the following pages, please ensure you have included all of the elements listed below. Please consult the relevant section for more information on how to fulfill each of these requirements:

1. \_\_\_\_ Pastor’s DISC® inventory (see pages 14 and 32)
2. \_\_\_\_ Pastor’s StrengthsFinder® survey (see pages 14 and 33)
3. *\_\_\_\_* History & Description (see page 14)
   1. \_\_\_\_ A Brief History of the Congregation
   2. \_\_\_\_ List of staff members for last twenty years
   3. \_\_\_\_ List of area overseers
   4. \_\_\_\_ Building and Facilities dates and descriptions
   5. \_\_\_\_ Summary of Congregational Structure
   6. \_\_\_\_ List of formal or major ties to organizations
4. \_\_\_\_ Demography & Statistics (see pages 15, 38 & 39)
   1. \_\_\_\_ Church Statistics
   2. \_\_\_\_ Average Age of Regular Participants
   3. \_\_\_\_ Percentage in worship who participate elsewhere
   4. \_\_\_\_ List of current members by decade of involvement
   5. \_\_\_\_ Total receipts and expenditures for last ten years
   6. \_\_\_\_ Total of top ten givers and their percentage of total giving
   7. \_\_\_\_ Total of second ten givers and their percentage of total giving
   8. \_\_\_\_ Total number of givers over last fiscal year
   9. \_\_\_\_ Average amount of giving over last fiscal year
5. \_\_\_\_ Community Study (see pages 18-19)
   1. \_\_\_\_ Brief overview of the community
   2. \_\_\_\_ MissionInsite Report
   3. \_\_\_\_ Briefly Describe the square mile around your church
   4. \_\_\_\_ Door to door surveys
   5. \_\_\_\_ Interviews with community officials
   6. \_\_\_\_ (*optional*) Any other community survey resources
6. \_\_\_\_ Documents (see pages 19-20)
   1. \_\_\_\_ Last two charge conference reports
   2. \_\_\_\_ Last two annual budgets and full financial statements
   3. \_\_\_\_ Sample bulletins, last four
   4. \_\_\_\_ Sample newsletters, last four
   5. \_\_\_\_ Any policy manuals
   6. \_\_\_\_ Any other relevant documents
7. \_\_\_\_ Administrative Council/Board Survey (see page 21-22)
8. \_\_\_\_ Self-Study Questionnaire (see pages 23-26)
9. \_\_\_\_ Completed Readiness Test Results (see pages 34-35)



**Submission**

Master hard copy of all items mailed at least four weeks before your consultation to:

Bob Allen

Director Mission Vitality Center

Rio Texas Conference

16400 Huebner Road

San Antonio, TX 78248

Email a digital copy of all items in the Self Study at least four weeks before your consultation to: ballen@riotexas.org and [skennerdell@riotexas.org](mailto:skennerdell@riotexas.org).

At least two weeks before your consultation, email Bob Allen ([ballen@riotexas.org](mailto:ballen@riotexas.org)) and Shelly Kennerdell ([skennerdell@riotexas.org](mailto:skennerdell@riotexas.org)) with the following information:

1. Interview schedule
2. Names of people attending the Friday focus group and the Saturday training workshop
3. Dates for 3 town hall meetings after the consultation
4. Date for the church conference 30-45 days post consultation. Please consult your District Superintendent in order schedule this church conference.

**Self-Study Full Instructions**

1. It is best to gather a team to complete this Self-Study, made up of lay members as well as staff. The pastor needs to be involved and on this team but should not be chasing down lots of this information.
2. Please complete ALL aspects of the Self-Study and be sure to share this information with the Council/Board, and have them fill out the questions that are for them around the strengths and weaknesses and areas to change. This is very important for them to have time for discussion and for those results of their discussion to be included in the Self-Study material that is sent in.
3. You will probably need 3 months to do all the parts of the study, including the leaders’ discussion and opinions. The full final report needs to be in 6 weeks before your weekend Consultation. This gives us time to copy the materials and send them to the Consultation team, and time to study the documents in detail. It is best to send the final report digitally in its entirety so that pieces are not misplaced. Also, send one master hard copy.
4. On pages 34-35 there is a simple Readiness Survey that is to be filled out by 20-25% of your active worshipping members (so if you average 100, have 25 fill it out). Please have someone tabulate the survey and send in just the tabulated, summarized copy. This also needs to be shared with the leaders as they evaluate the full study materials.
5. Unless otherwise noted, please feel free to format the material you submit as you see fit with clarity being a guiding principle, but clearly title each component and try to submit all of the materials in roughly the order given in the Self-Study Checklist on pages 9-10 of this document.
6. If any section, requirement, or request is unclear or confusing, do not hesitate to contact Shelly Kennerdell ([skennerdell@riotexas.org](mailto:skennerdell@riotexas.org)) for clarification.



**Pastor Surveys**

The church pastor will need to take the following two surveys and include them with the Self-Study submitted prior to the weekend consultation (see pages 23-26):

1. DISC personality inventory – found online at [www.pdfprofile.com](http://www.pdfprofile.com).
2. Purchase the book *Strengths Finder 2.0* by Tom Rath. Complete the online survey to get your top five strengths.

Include the results of both surveys in the church’s Self-Study report. 

**History and Description**

1. Write a brief history of your congregation (maximum four pages). Include those events that contributed to periods of growth or decline in the number of people participating. Write in a factual style. Avoid the temptation to fluff the story for public relations and the temptation to inject personal commentary regarding past problems.
2. Provide a list of all full and part-time program staff positions for the last twenty years, or from the beginning if founded more recently. List schools and degrees for full-time program staff. Give the dates for people’s tenure and state the real reason why individuals left. (Leave out the pertinent specifics only where required by law.)
3. Provide a list of all people who oversee specific areas of service. List the number of positions for which they are responsible in their oversight. State whether these people are full-time, part-time, or volunteer staff.
4. List dates and provide descriptions for any building construction, major renovation, land acquisition, or leasing of facilities. List the amount of acreage you own, lease or rent, the square footage of building(s), and number of parking spaces (distinguishing between off-street and street parking).
5. Write a summary of your congregational structure including the individuals or groups who are responsible for program decisions, budgeting, and financial oversight, buildings and grounds, and any other major interests of the congregation. List committees, task forces, program teams, etc. and explain how these relate to boards or councils. Provide an organizational chart that reflects your current structure.
6. List any formal ties or major ties to other organizations or associations. State how the congregation views and interacts with these groups.



**Demography and Statistics**

Pages 38-39 has a worksheet that can be completed for this section, although, with that, the Church Statistics received from GCFA must still be attached as sent.

1. Church Statistics
   1. Request the statistics for your church (name, location, and pastor’s name) for the past 10 years for the Healthy Church Initiative by contacting the General Council of Finance and Administration. [GCFA will know what report to send to you.]
   2. Be sure to include an email for GCFA to send you this report which must be included in your self-study.
   3. GCFA Contact Information

Office of Analysis and Research

General Council of Finance and Administration

email: research@GCFA.org

phone: (615) 369-2379

* 1. GCFA will send you these categories
     1. Professions of Faith
     2. Faith Restored
     3. Removed by Death
     4. Professing Membership
     5. Average Attendance Baptisms
     6. Preparatory Members
     7. Constituent Members
     8. Confirmation Class
     9. Leaders in Christian Formation
     10. Children in Christian Formation
     11. Youth in Christian Formation
     12. Young Adults in Christian Formation
     13. Adults in Christian Formation
     14. Total Persons in Christian Formation
     15. Average Sunday School
     16. Attendance Covenant Discipleship Group
     17. Vacation Bible School
     18. Ongoing Classes other than Sunday School
     19. Short Term Classes
     20. Average Attendance – ongoing classes
     21. Total Expenditures

1. Estimate the average age of the people participating in the regularactivities of your congregation. State how this was determined.
2. State the percentage of people who attend your worship services who also attend some group meeting such as a class, support group, or service team. Count each individual only once.
3. Prepare a list of the number of current members or regular participants who got involved:
   1. Prior to 1960
   2. From 1961-70
   3. From 1971-80
   4. From 1981-90
   5. From 1991-2000
   6. From 2001- Present
4. List the total receipts and total expenditures for each of the last 10 years or for the entire history if founded more recently.
5. Without listing names, state the amount given by each of the top ten contributors of record in the last fiscal year. Total these amounts and state the percentage of giving this total represents in relation to total contributions.
6. State the same information for the second ten contributors of record.
7. State the total number of contributors to the congregation during the last fiscal year
8. State the average amount given per contributor during the last fiscal year.



**Community Study**

1. Write a brief overview of the area and community in which the congregation is located and which the congregation primarily serves.
2. Secure the MissionInsite report for your church (your area). You can do this by calling Shelly Kennerdell in the Conference Office. Order the Executive Report (2-5 mile radius) and if you have any further trouble, contact Shelly for her help (210-408-4514).
3. Briefly describe the square mile that surrounds the primary location of the congregation making note of residential and commercial areas, schools, etc.
4. Conduct interviews and gather data in regards to the needs of your community. These interviews should be conducted by a subgroup of the Leadership Team (Administrative Board/Council). These interviews should begin soon after the Board/Council approves the Healthy Church Initiative because making time to survey as broadly as necessary can be difficult.
   1. Door to door surveys of neighbors. Share that you have an interest in the people in your church’s neighborhood and ask if there is anything you can do for them. Some possible questions may be as follows, but see this as an opportunity to get to know the people around your congregation who may not be connected. Do not force people to answer if they are uncomfortable. Examples: Do you have any needs that the church can help you with? Do you currently attend church or a group like it?What is something positive that church does for you? What is your impression of [insert your own church name]? Just get to know them and share that you want to serve them in the future. (They may not believe you since you may not have served them in the past.)
   2. Interviews with Community Officials. Interview the following: police chief, school superintendent or principal, mayor or alderpersons, etc. Ask, what can the church do to help this community most. They will usually be delighted to tell you and talk with you about the community. Bring back the results of your surveys after interviewing four or five community officials. Share the surveys with the rest of the Leadership Team
   3. Don’t forget about other sources of information like the Chamber of Commerce. Any community surveys completed recently would be helpful information to obtain. It would also be helpful to talk to any groups that are service oriented to gain insight on community needs.



**Documents**

Please send copies of the following (if you have them). If you only have hard copies of some or all of these documents, please scan them as PDFs as well as preparing them for the hard copy that will be sent in to the conference office.

1. Last two charge conference reports
2. Last two annual budgets and full financial statements, for past two fiscal years, as well as the most recent financial report for this current year (YTD). Be sure to include budget versus actual and balance sheets.
3. Sample bulletins, for past four Sundays
4. Sample newsletters, past four editions.
5. Any policy statements, or policy manuals
6. Other printed documents you deem helpful in providing insight into your congregation.



**Administrative Board/Council Questions**

After all the self-study information has been compiled, the board/council, and staff need to discuss the following questions:

1. Give the general consensus of the group; be sure to include the date.
2. What are the three greatest strengths of this congregation, listed in priority order?
3. What are the three most significant weaknesses of your church?
4. What three changes would you most like to see made in your church, listed in priority order?
5. Do the leaders want this congregation to grow significantly?
6. Are the leaders willing to make the difficult decisions required for change and growth?



**Self-Study Group**

Please fill out the following questionnaire so that the consulting team might know more about your congregation. The material comes from a survey by Bill Easum.

*Survey copyright, Easum, Bandy & Associates, Inc. 2008*

1. **Parking** 
   1. \_\_\_\_\_\_ Average attendance of largest service. (If Sunday School and worship occur at the same hour—count the total number at that time.)
   2. \_\_\_\_\_\_ Paved off-street parking spaces available (please count)
   3. \_\_\_\_\_\_ 80% of total parking spaces
   4. \_\_\_\_\_\_ Number of parking spaces needed. [divide (a) by 2 and compare to (c).
2. **Small Groups** (15 or less people) These groups need to meet at least twice a month—Do not count Sunday School classes.
   1. \_\_\_\_\_\_ Number of support / recovery groups.
   2. \_\_\_\_\_\_ Nurture groups.
   3. \_\_\_\_\_\_ Ministry teams.
   4. \_\_\_\_\_\_ Others.
   5. \_\_\_\_\_\_ Number needed if you had one group for each 15 or so in worship.
3. **Sanctuary** (Do not estimate or take data from architect’s work – measure actual pew lengths and divide by 22 inches.)
   1. \_\_\_\_\_\_ Sanctuary total capacity
   2. \_\_\_\_\_\_ 80% of capacity
   3. \_\_\_\_\_\_ Average main service attendance
4. **Nursery** 
   1. \_\_\_\_\_\_ Nursery capacity (30 sq. ft. per child) 80% of capacity, average main service attendance number needed for 80%
   2. \_\_\_\_\_\_ How many personnel at main attendance?
   3. \_\_\_\_\_\_ Is there a nursery for all events?
   4. \_\_\_\_\_\_ Are infants and toddlers separated?
   5. \_\_\_\_\_\_ Are nursery policies given to parents?
   6. \_\_\_\_\_\_ Are you currently using Safe Sanctuary guidelines?
   7. \_\_\_\_\_\_ Do you have a plan to keep the nursery safe from harm or kidnapping?
   8. \_\_\_\_\_\_ What type of check-in system are you using?
5. **Sunday Worship** 
   1. What hours? **\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**
   2. \_\_\_\_\_\_ Do you offer worship other than Sunday morning?
      1. If so, what day and time? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   3. \_\_\_\_\_\_ Do you offer worship on another site? If so, where? What day and time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Music** (What type of music are you using?)
   1. Service time: **\_\_\_\_\_\_\_** Choir / Praise band / Other **\_\_\_\_\_\_\_\_\_\_\_\_**
   2. Service time: **\_\_\_\_\_\_\_** Choir / Praise band / Other **\_\_\_\_\_\_\_\_\_\_\_\_**
   3. Service time: **\_\_\_\_\_\_\_** Choir / Praise band / Other **\_\_\_\_\_\_\_\_\_\_\_\_**
7. **Sunday School** 
   1. \_\_\_\_\_\_ Number of adult Sunday School classes.
   2. \_\_\_\_\_\_ Average number of youth in Sunday School.
   3. \_\_\_\_\_\_ Average number of children in Sunday School.
   4. \_\_\_\_\_\_ How often do you start a new adult Sunday School class?
   5. \_\_\_\_\_\_ When was the last time you started a new adult class?
8. \_\_\_\_\_\_ **Are the area public schools growing, stable or declining?**
9. \_\_\_\_\_\_ **What is the percentage of the present debt service (annual mortgage payment) to the annual budget?**
10. **Signage** 
    1. \_\_\_\_\_\_ Adequate/attractive sign perpendicular to street with worship times to guide first-time visitors?
    2. \_\_\_\_\_\_ Clear/attractive signing inside the building to help people find their way? (focused on: nursery, rest rooms, and worship)
11. \_\_\_\_\_\_ **Are at least 10% of parking spaces designated for first-time guests?**
12. \_\_\_\_\_\_ **Number of pastors over the past 20 years.**
13. \_\_\_\_\_\_ **Estimate the number of adults in worship who are 60 years of age or older.** (percentage of total average attendance)
14. **Paid Staff** 
    1. \_\_\_\_\_\_ Number of full-time staff.
    2. \_\_\_\_\_\_ Number of part-time staff.
    3. \_\_\_\_\_\_ Number of meetings the pastors attends in a month.
15. **First-time Guests** 
    1. \_\_\_\_\_\_ Average number of first-time guest families each week.
    2. \_\_\_\_\_\_ Are these families added to church mailing list?
    3. \_\_\_\_\_\_ Number of hours between attending service and contact from church.
16. \_\_\_\_\_\_ **How many spiritual leaders does the church have?**
17. \_\_\_\_\_\_\_**How many new leaders are raised up each year?**
    1. \_\_\_\_\_\_ Is there an intentional plan in place to do this?
18. \_\_\_\_\_\_**How many people are involved in hands-on ministry each week?**
19. **Has the church had any major conflicts in the past 20 years?** 
    1. \_\_\_\_\_\_ If so, is the conflict resolved?
    2. Please comment briefly: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teams**

The following information pertains to putting together and starting the teams your church will need to have in place before, during and after your consultation.

Much of this information comes from the book *Direct Hit* by Paul Borden, pages 71-79.



**Prayer Team** (*Direct Hit* pages 71-73)

Start now. Gather 3-5 people who can get together regularly. Consider having a shut-in or two. Call them first to explain what the HCI team will be doing.

Select people who have a spiritual gift for prayer and/or are spiritually developed. The meetings should be times of “prayer” and only a little chatting. Meeting regularly will be best.

The Prayer Team will lead the church in a prayer study and emphasis with resources provided by the coach.

**These areas need to make up the prayers of this team:**

1. Pray for the community, its officials, and its needs. Be specific if there are clear issues that are part of the community conversation or agenda. Pray for the community leaders by name (i.e. Fire Chief so and so, Chief of Police so and so, etc.). List as many officials as possible. You don’t have to pray for each person each time unless you so desire. You may highlight certain groups each week. Remember school principals, superintendents, teachers, and local elected officials whether of your party or not.
2. Pray for unchurched, unchristian friends you know by name (maybe just the first name). For example you might pray, “Lord I pray for my longtime friend Tom that he might feel the importance of coming to our church or any church for the first time to get to know Jesus. Help him to say ‘yes” to my next invitation to him to come with me.” Use names of people that are outside the faith and the church. And pray that you will find ways to invite them and to make it comfortable for them to explore what Jesus and God and church are all about.
3. Pray for the Consultation coming up at your church, for the people who will come and lead the weekend. Get their names from your pastor. Pray for our church leaders and all of us, that we will be open to the Holy Spirit to work in us and through us this weekend to have a great vision for what God can do through our church. Pray for the Consultation to be the event that begins a true transformation in the lives of your members, your leaders/pastors, your friends and guests, and your community. Pray extensively as often as you can for the Consultation and be sure to have the dates when that is going to take place.
4. Following the Consultation weekend, pray for the understanding of the prescriptions and the acceptance of the full report, and thus the desire to fulfill the prescriptions as a church. Pray for the coach, by name, and for the leaders and teams that will lead the whole “follow up process.” Pray for the changes that are needed, that we might “embrace” them and be willing and able to make these changes. Pray for the community to be impacted by the church like never before and thus for the church to desire and to achieve a significant impact for the Lord throughout the community. Pray consistently for the people who will be doing so much in the follow up process to lead your church and for the church to capture a Vision of God’s calling for your church and to live into that Vision with “faithfulness and fruitfulness.”
5. Keep the Prayer Team going for at least 18 months or as long as the coach is working with the church. Keep the group going even beyond will be much better since we know that prayer is so important and can be life-changing as well as help the church to change and grow in God’s will.



**Leadership Team** (*Direct Hit* pages 75-79)

Borden talks about setting up a Leadership Team to work with you on the principles of being outwardly focused and turning the church around. We have found that it is just not practical and maybe not wise to put together “a team,” since it is hard to know who to have in the group and it might be looked at as a “pastor’s clique” which might create conflict.

We ask that the church’s Board/Council serve as the Leadership Team and be responsible for the complete HCI process from preparation of all materials and information > coordination of the weekend > follow-up and completion of all prescriptions.

If you are involved in PLD or in a Peer Mentoring Group, you should teach the principles that you have learned and are learning. You can do this in any (or all) of the following ways:

1. Lead a “leadership development” time at your monthly Board/Council Meeting of about 25-30 minutes lifting up one key principle. Examples:
   1. Teach on the values of our church (what is more important, serving ourselves, others or both)
   2. Lift scriptural examples and have a discussion.
      1. What was Jesus’ style in working with the disciples as he equipped them to go out “two by two,” and serve and lead?
   3. This is really the best time to get the basic important principles to your leaders. The Ad Board Chair or others may not like you doing this since we just have not done this before at the Board Meetings, but be courageous and make it an interesting time of leadership training instead of just committee reporting.
2. Gather as many leaders as you can to read books and have a 90-minute session with you on leadership principles. This could be done by invitation as well as open invitation but it is a high commitment to read a book each month or so as well as attend the discussion session each month. Another idea is to have leaders read *Direct Hit* and plan a time to discuss. This might be difficult to handle since it presents principles and ideas that are new and different to most church leaders.
3. Teach about the principles in small ways in meetings, sermons, and newsletter articles. Write and teach about being “outwardly focused,” “what does it mean to be transformed,” “what’s God’s Vision for our church”. In other words take small bites of teaching time of the principles you have been learning in PLD and Peer Mentoring.
4. Write emails or blogs on leadership principles and send out to leaders and others as much as possible.
5. Add to this list, but make it a priority to have your leaders reading and learning what it takes to do church in God’s will while intentionally “making disciples,” (which is our UMC mission), how things have changed and why the church must change, too, if we are to reach people for Christ.

**Bottom Line: Communicate, communicate, and then communicate some more.**

1. They need to know what are the reasons for making changes, why things don’t work the way they used to, what you all can do to change and make things better in your church and community, and the importance of doing what God wants (like the GREAT COMMISSION) and not just what we want.
2. A lot of this is a new way we have to learn to do Church since we have not been doing these things much up to this point. So it is different and needs to be out in the open and shared proactively as widely as possible. That will build ownership and interest as you move toward the consultation weekend.

**Pastor Surveys**



**DiscProfile TM**

The pastor for each church participating in the consultation process is required to take a DiscProfile online. The DISC profile system will identify pattern styles and provide information on areas of strength. This information is used by the conference, the consultant team, and the pastor to ensure we are playing to our strongest areas and supporting areas of opportunity.

The DiSC® system is the original and oldest personal assessment tool used by organizations all over the world. The questionnaire is professionally designed to identify pattern styles in the areas of: Dominance, Influence, Steadiness, and Conscientious.

There are no “right” or “wrong” answers. Each person is a unique combination of these areas. Our goal is to have a better understanding of these patterns so we can play to our strengths.

The online assessment test is located at: <http://www.discprofile.com>. It is called “Everything DISC Workplace Test” and currently costs $39.99

Once the pastor has completed the online test they are to forward the results to Shelly Kennerdell at the conference office. The results are to be included in the Self Study materials. Please print a copy and save a PDF to be submitted electronically.

You are encouraged to learn more at the website listed above or at:

http://wikipedia.org/wiki/DISC\_assessment

**Gallup StrengthsFinder ®**

The Gallup organization along with several authors have created an online assessment system for identifying a person’s top five areas of strength. It is their belief that by focusing more on our areas of strength and less on our areas of weakness we can become more productive and fulfilled.

More information along with the online assessment codes can be found in the following books: *Now*, *Discover Your Strengths*; *How Full is Your Bucket?;* *Strengths Finder 2.0.* Please print a copy and save a PDF to be submitted electronically.

**Readiness Test**

Decide how you FEEL about the following statements and circle the appropriate number under each statement. Rate yourself on a scale of one to ten. One means that you totally agree with the statement. Ten means that you totally disagree with the statement and have no desire to change your attitude.

**Agree Neutral Disagree**

1. The nursery should be extra clean and neat, staffed with paid help, and open every time there is a church function.

**1 2 3 4 5 6 7 8 9 10**

1. Turf issues are harmful to the growth of a church.

**1 2 3 4 5 6 7 8 9 10**

1. I am willing for the facilities to be used even if they get dirty.

**1 2 3 4 5 6 7 8 9 10**

1. Reaching out to new members is just as important as taking care of the present members.

**1 2 3 4 5 6 7 8 9 10**

1. I am comfortable with radical change if it will help my church reach more people for Christ.

**1 2 3 4 5 6 7 8 9 10**

1. I am seldom concerned about procedure.

**1 2 3 4 5 6 7 8 9 10**

1. Paying off the debt is not a major concern for me.

**1 2 3 4 5 6 7 8 9 10**

1. I support the idea of spending some of the church’s savings in order to hire more staff or start new programs/ministries.

**1 2 3 4 5 6 7 8 9 10**

1. Several worship services are fine with me because I am more interested in meeting the needs of all the people than I am in knowing everyone at church.

**1 2 3 4 5 6 7 8 9 10**

1. I am not at all offended when my pastor does not give me regular, personal attention.

**1 2 3 4 5 6 7 8 9 10**

1. I realize that more staff are needed today than in the past.

**1 2 3 4 5 6 7 8 9 10**

1. I always trust and affirm my pastor’s efforts to reach more people for Christ.

**1 2 3 4 5 6 7 8 9 10**



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**Friday Consultation Schedule**

**Church \_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_**

Healthy Church Initiative

Consultation Weekend - Staff Interviews

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

7:30a Tour of Church

Interview of Senior Pastor

8:00a – 9:30a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviews of Staff/Associate Pastors/Leaders

9:45a – 10:20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10:30a - 11:05a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11:15a – 11:50a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12:00p – 12:30p LUNCH

12:30p – 1:05p \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1:15p – 1:50p \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2:00p – 2:35p \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2:45p – 3:20p \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3:30p – 4:05p \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4:15p – 4:50p \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Demographics and Statistics Worksheet**

1. Church Statistics from GCMA should be attached.
2. Estimate the average age of the people participating in the regularactivities of your congregation. \_\_\_\_\_\_\_

State how this was determined.

1. State the percentage of people who attend your worship services who also attend some group meeting such as a class, support group, or service team. Count each individual only once. \_\_\_\_\_\_\_\_
2. Prepare a list of the number of current members or regular participants who got involved. A number will suffice:
   1. Prior to 1960 \_\_\_\_\_\_\_\_\_\_\_
   2. From 1961-1970 \_\_\_\_\_\_\_\_\_\_\_
   3. From 1971-1980 \_\_\_\_\_\_\_\_\_\_\_
   4. From 1981-1990 \_\_\_\_\_\_\_\_\_\_\_
   5. From 1991-2000 \_\_\_\_\_\_\_\_\_\_\_
   6. From 2001- Present \_\_\_\_\_\_\_\_
3. List the total receipts and total expenditures for each of the last 10 years or for the entire history if founded more recently. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Without listing names, state the amount given by each of the top ten contributors of record in the last fiscal year. Total these amounts and state the percentage of giving this total represents in relation to total contributions.

Total from top ten \_\_\_\_\_\_\_\_ Percentage \_\_\_\_\_\_\_\_\_\_

1. State the same information for the second ten contributors of record.

Total from second ten \_\_\_\_\_\_\_\_ Percentage \_\_\_\_\_\_\_\_\_\_

1. State the total number of contributors to the congregation during the last fiscal year

\_\_\_\_\_\_\_\_\_

1. State the average amount given per contributor during the last fiscal year. \_\_\_\_\_\_\_\_\_\_