



APPENDIX C

DOING A SELF-STUDY OF YOUR CONGREGATION'S LIFE, MINISTRY AND MISSION

Congregations are encouraged to reflect on their mission and strategy in order to identify their needs and opportunities for ministry. Such self-study is best followed by setting appropriate goals, establishing priorities and developing plans. Under the leadership of the Spirit of God, these activities will lead congregations toward greater faithfulness and effectiveness in accomplishing God's mission and ministry.

This self-study package contains four tools:

1. "Toward Measurement of Congregational Health"

One person or small committee gathers some basic congregational data. Four diagnostic indicators in the area of worship, Bible study, outreach and service provide clues to congregational health.

2. "Toward Identifying Needs for Ministry"

One person or small committee gathers additional data that helps to provide a clearer picture of the congregation and its priorities.

3. "The Major Areas of Our Congregation's Life and Ministry"

The church council or board of elders may be asked to complete this section.

4. "Additional Resources"

Your circuit visitor is your primary resource person. Your mission and ministry facilitator (MMF) can also provide other resources useful in assessing congregational health, pastoral needs and community demographics. Contact him for this assistance.

Congregational leaders may then study and interpret the information gathered by these tools, identifying the strengths and weaknesses of the congregation and the needs, and opportunities for ministry. (Share the information and the interpretation with congregation members and receive their responses.)

It is recommended that an experienced resource person from outside the congregation be invited to study and interpret the information gathered by these tools. Your MMF may be helpful in this process.

From the study and interpretation, the congregation may then move on to goal setting, prioritizing and planning for ministry.

NOTE: IT IS EXTREMELY HELPFUL FOR THE PASTOR CALLED BY YOUR CONGREGATION TO RECEIVE THESE STUDIES, ALONG WITH THE OFFICIAL CALL DOCUMENTS IN SECTION V.

I. TOWARD MEASUREMENT OF CONGREGATIONAL HEALTH

By the Gospel (in Word and Sacrament), the Holy Spirit calls, gathers, enlightens and sanctifies the Holy Christian Church and keeps it with Jesus Christ in the one true faith. In the church He daily and richly forgives all sins to all believers.

This activity of the Holy Spirit is experienced in a congregation of God's called and gathered people. As the Spirit enlightens, sanctifies and keeps His people by worship and the nurture of the Gospel, He motivates and equips them for His/their ministry of witness and service (to one another and to others).

A healthy congregation is one in which "the Gospel is preached in its purity and the Holy Sacraments are administered according to the Gospel" (Augsburg Confession VII); one in which the people are meaningfully involved in worship, nurture, witness, service and outreach.

The health of a congregation is difficult to measure, since it has to do with worshipping God "in Spirit and in truth" **John 4:23** and with nurture/growth in faith and in the knowledge of Jesus Christ toward "mature manhood" and toward "the measure of the stature of the fullness of Christ." **Ephesians 4:13**

However, there are indicators of congregational health that can be measured. It is something like the human body. Such things as body temperature are clues or indicators of health or illness, but do not by themselves prove health nor identify an illness. Similarly, the indicators of congregational health used in this instrument are items of information that give CLUES about the health of a congregation, but do not by themselves prove health nor identify a problem. These indicators require further probing and more thorough interpretation.

Such probing and interpreting usually is most helpful when both the members of the congregation and "outsiders" take a common look at the indicators. In taking this common look, a congregation's indicators should be compared only with that congregation's indicators of other years, not with other congregations' indicators.

On the following chart, the "Tomorrow" columns may be used to project current trends, to set desired goals or may be omitted.

Obtain "Composite Membership" figures by adding "Baptized Members" plus "Average Sunday Worship Attendance" plus "Average Weekly Bible Study Attendance," then dividing this total by 3.

THE HEALTH OF A CONGREGATION
Diagnostic Indicators

	YESTERDAY						TODAY	TOMORROW		
	10 yrs ago	5 yrs ago	4 yrs ago	3 yrs ago	2 yrs ago	1 yr ago	NOW	1 yr from now	2 yrs from now	5 yrs from now
A. Basic Data										
1. Baptized Members (total membership)										
2. Nonconfirmed Members (Baptized Only)										
3. Confirmed Members (Baptized & Confirmed)										
4. Confirmed as % of Baptized										
5. Composite Membership										
B. Three Key Indicators										
1. Average Sunday Worship Attendance										
% of Baptized										
2. Average Weekly Bible Study Attendance										
% of Baptized										
3. Average Weekly Giving per Worship Attendance (divide average weekly contributions by avg. worship attendance)										

II. TOWARD IDENTIFYING NEEDS FOR MINISTRY

1. What is the number of your resident members in each of the following age categories?

- | | |
|------------------|-------------------|
| a. 0 - 5 _____ | i. 71 - 80 _____ |
| b. 6 - 10 _____ | j. 81 - 90 _____ |
| c. 11 - 20 _____ | k. 91 - 100 _____ |
| d. 21 - 30 _____ | l. 100 + _____ |
| e. 31 - 40 _____ | |
| f. 41 - 50 _____ | |
| g. 51 - 60 _____ | |
| h. 61 - 70 _____ | |

2. What is the number of your resident members in each of the following categories?

- a. _____ Husbands and wives living together with children under 18 at home
- b. _____ Husbands and wives living together with no children under 18 living at home
- c. _____ Single Adults
- d. _____ Widows and widowers living alone
- e. _____ One-parent households with children at home
- f. _____ Others

3. What percentage of the congregation's membership is from minority groups? _____%

4. What is the median age of the congregation's membership? (1/2 this age or older and 1/2 this age or younger.)

Median Age: _____

5. What percentage of the congregation's dollar receipts was given to mission and ministry outside the congregation for each of the last 5 years?

5 years ago _____ 4 years ago _____ 3 years ago _____

2 years ago _____ Last year _____

6. What percentage of the giving units accounted for 50% of the dollar receipts from the membership last year? _____%

7. List the names and dates (years of service of pastors who have served this congregation since its founding.)

III. THE MAJOR AREAS OF OUR CONGREGATION'S LIFE AND MINISTRY

WORSHIP

1. The following resources are often used in our worship service(s): (check all that apply)

- Lutheran Service Book Lutheran Worship The Lutheran Hymnal
 LSB Service Builder Write Own CCLI Song Select

Other (list resources):

2. Our children/youth are involved in worship by:

3. Our congregation's primary worship practices: (Check all that apply)

- Traditional Contemporary Highly Liturgical Blended

4. These choirs, musical groups and organists are active in our congregation:

5. Lay people in our congregation serve in the following worship roles (check all that apply):

- Acolytes Ushers Readers Worship Assistants
 Worship Leaders Greeters Altar Guild
 Communion Assistants: Men Women
 Other (list):

7. The percentage of our members who communed at least once in the previous year is:

Communed Once

Confirmed Membership x 100 = _____%

8. We use the following media in our worship services:

_____ Organ

_____ Piano

_____ Guitar

_____ Keyboard

_____ Projection on screens

_____ Wireless Microphones

_____ Wired Microphones

_____ Printed Order of Service

_____ Hymnal

_____ Other instruments (list):

Other media:

9. Other information about our worship style or structure we want our pastor elect to know:

LEADERSHIP ROLES

What leadership roles do you have in your congregation and who serves in those roles (check the roles the congregation has and who may serve)?

___ Voting members:

___ Men ___ Women

___ Congregational President:

___ Men ___ Women

___ Elders:

___ Men ___ Women

___ Board Chairs:

___ Men ___ Women

___ Board Members:

___ Men ___ Women

___ Treasurer:

___ Men ___ Women

___ Adult Bible Class Leader

___ Men ___ Women

___ Confirmation Teacher

___ Men ___ Women

___ Other, please specify:

EVANGELISM AND WORLD MISSIONS

1. Our mission or purpose statement is:

2. We conduct these intentional outreach activities (List activities and number of people involved in each. -- The question to be answered here is: what activities/ministries are our congregation doing that help bring people to Christ?):

Activity:	Number involved:
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

3. Our congregation makes visitors feel welcome at our church by:

4. The number of Adult Confirmation Classes we conduct annually is _____.

Who teaches these classes? (e.g., pastor(s), DCE, layperson)

The number of adults we confirmed in each of the last four years is:

_____ Year	_____ # of Adults
_____ Year	_____ # of Adults
_____ Year	_____ # of Adults
_____ Year	_____ # of Adults

5. Our congregation is involved in ministry in the:
_____ community _____ state _____ nation _____ world

Note ministries here:

CHRISTIAN NURTURE

1. These ministries are active in our congregation (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Sunday School | <input type="checkbox"/> Small Groups |
| <input type="checkbox"/> Adult Bible Class | <input type="checkbox"/> Mothers' Day Out |
| <input type="checkbox"/> V.B.S. | <input type="checkbox"/> LWML (or other Women's Ministry) |
| <input type="checkbox"/> Midweek School | <input type="checkbox"/> LLL (or other Men's Ministry) |
| <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Young Adult Ministry |
| <input type="checkbox"/> Christian Day School | <input type="checkbox"/> Early childhood ministry |
| <input type="checkbox"/> Stephen Ministry | <input type="checkbox"/> Campus Ministry |
| <input type="checkbox"/> Other (please list): | |

2. We offer adults these formal programs for Christian growth and/or Bible Study:

3. How many confirmed members are in the congregation? _____

4. How many confirmed members are involved in organized Bible Study? _____

5. How many baptized children—not yet confirmed—are in the congregation? _____

6. How many of these baptized children are involved in Sunday school? _____

STEWARDSHIP AND FINANCE

1. Members are asked to make a financial and service commitment annually by:

2. We teach Christian stewardship in our congregation by:

3. Our congregation teaches and practices the principle of tithing. () Yes () No

4. Our budget is developed by ... (what group or individual):

5. The number of giving units (e.g., husband and wife/single adults) we have is:

6. Our budget allocations are shown by these percentages:

Missions	_____%
Education	_____%
Salaries	_____%
Worship	_____%
Facility & Utilities	_____%
Debt	_____%
Youth Ministries	_____%
Care Ministries	_____%

- a. Our day school budget is \$_____.
- b. Our total current capital indebtedness is \$_____.

7. Our Per-Communicant giving:

Contributions (All Purposes) = \$_____ per communicant
No. of Communicant Members

8. The sources of our income are (Check all that apply):

___ Members' Gifts	___ Rentals
___ Endowments	___ Bequests
___ Tuition	___ Fund Raisers
___ Investment Income	___ Memorials
___ Other:	

9. Our total budget over the past four years:

<u>YEAR</u>	<u>BUDGETED</u>	<u>RECEIVED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Total amount of money sent for missions through District/Synod last year: \$_____

11. Total amount of money sent for missions directly to Synod last year: \$_____

12. Total amount of money sent to missions other than through district or synod last year:

\$_____

13. Our congregation has a parsonage for the pastor ____Yes ____No

SERVICE

1. Our congregation helps its members identify and use their talents and gifts by:

2. Our congregation has served the human needs of our community (e.g., poor - homeless - unemployed - disasters) by:

3. Our congregation is organized to meet the physical needs of its members by:

4. These community groups are active in our building:
(e.g., A.A., Bloodmobile, service organizations, other)

Please attach a copy of your Constitution and Bylaws.

ONE CONGREGATION'S UNDERSTANDING OF ITSELF AND EXPECTATIONS OF THE PASTOR

The following paragraphs offer a way in which one congregation (Fictional name: Shalom Lutheran Church) gave expression to its understanding about its own history, direction and needs, and how these translated into a set of expectations for its next pastor.

OUR PERSPECTIVE OF SHALOM LUTHERAN CHURCH'S MINISTRIES AND PASTORAL NEEDS

During our ____ year history, we have been richly blessed with pastors who, through the leading of the Holy Spirit, have preached and taught God's Word to us, and who have faithfully administered the Sacraments for our spiritual strengthening. We pray for a pastor who will continue to serve the Lord at Shalom Lutheran Church in this same manner.

Also, we have been blessed by stimulating and varied settings for worship. Our Director of Music, _____, serves a dual calling to the church and to Shalom Lutheran School. He actively participates with the pastor in planning worship services around a variety of Lutheran liturgies that often includes choirs and accompaniment by piano, organ, stringed and brass instruments. As yet, we have not planned for purchasing the new hymnal, but we anticipate beginning the process soon. Presently, we have a single worship on Sunday, although if our growth in attendance continues, we will return to two services because of seating and parking limitations. We pray for a pastor who enjoys variety in worship and who will continue to lead in its planning and preparation.

Our congregation follows a planning process for most of its 10 departments that is structured according to program areas and long-range and short-range objectives. The programs are being implemented by lay leadership and active committees involving more than 125 people. The scope and effectiveness of this planning process will benefit from a continuing pastoral involvement in which the pastor serves as a resource person in planning and a motivator in attaining successful implementation. We pray for a pastor who has leadership and organizational skills to help provide ideas, give encouragement and develop the God-given skills of members.

Shalom Lutheran Church places much emphasis on Christian education. We support Shalom Lutheran School, which has a program for kindergarten through grade eight. For adults we normally have two Sunday morning Bible studies, four mid-week Bible studies in homes, and a core of members who have been trained and are capable of leading studies. Our Sunday school in the pre-confirmation ages could benefit from regular pastoral involvement in teaching God's Word and encouraging its study. In addition, our worship service has occasionally included special object lessons and songs for young children, and this has been a special blessing to our youth. We pray for a pastor who supports Christian education at all age levels and will be an active participant in both our parish and parochial education program.

Our congregation, perhaps because of its urban setting, has need for all types of counseling. The membership has benefited from skilled professional counseling by our previous pastor and the congregation has supported seminars and workshops for improving his counseling skills. We pray for a pastor who is willing and able to counsel others.

Our area is also one where people move rather frequently. We perceive our congregation as being very friendly toward strangers and welcome those who visit and those who wish to join us. We have a process administered by the board of elders for introducing, informing and integrating new members into active parish life. We welcome members of all nationalities and ethnic backgrounds and in recent years we have been blessed by an increasingly diverse heritage. Usually new members are asked to participate in important committees within a few months after joining. Among our organizations that provide fellowship opportunities, along with other important functions, are the Mary and Martha Guild, made up of five circles, the Shalom Adult Fellowship, the Young Adult Fellowship, the Lutheran Youth Fellowship, Scouting, adult and youth choirs, and Thrivent Financial for Lutherans Branches. We pray for a pastor who is warm, friendly and loving in his interaction with people and who can stimulate those feelings in others. We also pray for a pastor who values fellowship and has the capacity to direct its use to the spiritual up building of our members.

Historically, we have been served by a staff consisting of the pastor, a part-time (called) director of music, a full-time secretary and a part-time janitor. The seven teachers who belong to Shalom have voluntarily teamed together to support the pastor and have followed the practice of meeting at least twice a year to evaluate their roles in the parish. Recently, we began the process of calling an associate pastor to work primarily in Christian education and youth ministry. This process has now been stopped until the senior pastoral office is again filled. At that time we probably will be receptive to calling a second pastor. We pray for a pastor with physical abilities by way of age, health and stamina to deal with our challenging ministry. We further pray that he will be able to work effectively with other professional staff, such as the school faculty and a possible second pastor.

In summary, we pray for a pastor who is filled with the Holy Spirit to teach us, lead us and stimulate us to grow in Christ and to know Him better and, in knowing Him better, to help others to know Him also. These things are our prayers, but above all, we pray that God's will may be done to His glory.

Yours in Christ,

Call Committee

_____, Chairman