# APPENDIX 1

# Spiritual Preparation Retreat Outline

## Friday Evening

6:00 Dinner

7:00 Study of Seven Letters to the Churches (Rev. 2–3)

Break into groups of two or three and assign the seven churches to the groups. Depending on the number of people on your leadership team, each small group will be assigned two or three of the churches. For each of the churches, they will answer these questions:

- What are the strengths of this church?
- What are the weaknesses of this church?
- What is the Lord's opinion of this church?

Give each group a tear sheet and markers to record their responses.

Bring the groups back together and ask each group to share the strengths and weakness for their assigned churches. As they share, they will post their tear sheets on the walls of the room.

After each group has shared the strengths and weakness, go back around the group and have them share the Lord's opinion of each church.

8:00 Break

8:15 As a transition to the next set of exercises say: "What if Jesus were to write a letter to our church? What would He commend? What would He rebuke? Although we cannot have a letter with the authority of Scripture, we can ask the Holy Spirit to help us discern how the Head of the church, Jesus Christ, views our local congregation. He can help us apply the scriptural truths to our lives and to our church."

**Step 1: Our Ministry's Strengths**

Keep the entire group together for this exercise. Provide tear sheets to record the responses to the following questions.

Ask the group to list the church's strengths. To generate responses you might want to ask this in several different ways: What do we always do well? What works for us every time? How has God uniquely gifted us as a church body?

Do not rush the group. Allow plenty of time for the group to mention as many strengths as possible. As you move from one tear sheet to another, post the tear sheets around the wall. This is a time of celebration and positive reflection on how God has blessed your church and is using your church.

When you feel all the responses have been given, let the group choose the top five strengths for your church. They will do this by voting. Each person in the group may vote for those they feel are the top five. Record the number of votes for each strength listed beside that strength, then circle the five with the highest number of votes.

When the top five strengths have been determined, it is time to pause to thank God for those strengths. You

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may wish to have five different group members volunteer to voice a prayer of thanksgiving for each of the strengths. You may simply wish to have a time of silent prayer followed by someone voicing a prayer for the entire group.

**Step 2: Our Weaknesses**
Keep the entire group together for this exercise. Provide tear sheets to write the responses to the following questions.

Ask the group to list the church's weaknesses. To generate responses, ask this in several ways: What are our shortcomings, faults, and failures? What are we not doing well? What should our church be doing that is not being done?

Do not rush the group. Allow plenty of time for the group to mention as many weaknesses as possible. As you move from one tear sheet to another, post the tear sheets around the wall.

This may be a difficult time for your group. Many, if not most, of the responses will not be directed toward specific ministries. For example, "Our church does not do a good job in reaching our community." However, some responses may be ministry specific, such as, "Our Sunday School is poorly organized."

Some people on the group may be responsible for areas of ministry that are thought to be weaknesses for your church. It may be difficult for the group to be open and honest. Encourage openness and frankness, reminding the group to speak the truth in love. Now is not the time to hold back. Part of the purpose of the process of strategic planning is to expose weak areas and determine future actions related to these weaknesses.

You will also need to lead the group to understand the need for confidentiality at this point. People not attending this retreat could be hurt if specific comments about their ministry got back to them.

When you feel all the responses have been given, lead the group to choose the top five weaknesses for your church. They will do this by voting. Each person in the group may vote for his or her top five. Write the number of votes for each weaknesses beside that weakness. Circle the five with the highest number of votes.

When the top five weaknesses have been determined, pause to thank God for what He has done despite these weaknesses. Lead the group to pray for wisdom to strengthen the church's weaknesses. Declare your absolute dependence on the Lord as a church and as a planning team.

## Saturday

8:00 Continental Breakfast

8:30 Begin this session by reminding the group of the discussions of the evening before. Without going back through every detail, hit the highlights to set the stage for morning.

Begin with prayer for wisdom.

**Step 3: Memories**
Our memories are a part of what makes us who we are. They impact the decisions we make today and the plans we have for the future. The same is true of churches. Each church has a unique past that influences the present and the future. This exercise will allow the planning team to begin to get a picture of their past in a way that can help make sense of the present and possibly the future. Surfacing memories as a group can facilitate identifying patterns and discussing issues in the open. With the Holy Spirit's guidance, this exercise may be the most powerful part of the entire planning process.

Make a tear sheet for each decade the church has been in existence. If you church is more than 50 years old, you will only want to go back as far as someone in the group has memories or knowledge of the church. Begin with the decade that is the most distant from the present. (i.e., 1950s, 1960s, 1970s, 1980s, 1990s, 2000s). Record the responses on the tear sheets as the group responds.

Ask the group to share good memories of the church. Good memories may include such things as:

- New building
- Relocation

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- Date debt was paid off
- Significant revival
- Year of most baptisms

When all good memories have been listed by decade, have a time of thanksgiving through prayer for these blessings you have shared as a corporate body.

10:00 Break

10:15 Make another tear sheet for each decade and repeat the above exercise with painful church memories. Painful memories may include such things as:

- Major church conflict
- Firing of a staff member that created major conflict
- Destruction of a building by fire
- Moral failure of a staff member

Encourage the group members to use real names. The entire group will need to be reminded not to place blame. Absolute confidentiality must be assured.

After all painful memories have been shared, have a time of prayer. Confess times when you have not responded with patience and kindness as a body. Ask the Lord to remove any bitterness or bad feelings that remain.

After the time of prayer, destroy the list of painful memories. Do this as a group to symbolize that you as a leadership group are not going to allow these painful memories to drag you down any longer.

11:15 Break

11:30 **Step 4: Timeline**

Post a piece of butcher paper, 10–12 feet long on the wall. Draw a timeline beginning on the left side of the butcher paper. End the timeline two-thirds the length of the paper. You will use the last third of the butcher paper later in the planning process. Put the date the church began on the far left of the timeline. Put the current year on the right end of the line.

On the timeline write significant dates in the life of the church. Many of the events you will write on the timeline will come from the good memories tear sheets. Add any other dates to the timeline such as the tenure of pastors, first full-time staff positions, etc. As the facilitator, you can come prepared with specific dates, and you can add much of this information to the timeline during the breaks. Invite the group to add any other positive significant events in the life of the church to the timeline.

Then invite the group members to come, one at a time, to the timeline and write on the paper at the appropriate date the one most significant event in their life as it relates to your church. Such events may include their baptism, the baptism of their child, their wedding, the date they joined the church, a specific church service that had life-changing implications on their life, or any number of others.

As the individuals come to the butcher paper to add these personal events, ask them to share in two minutes or less why that event was significant.

Close with a time of prayer, allowing members to voice thanksgiving for what the church has meant in their own life.

Save the butcher paper with the timeline. You will use it again in the planning process.

12:30 Dismiss

---

Adapted from Neil T. Anderson and Charles Mylander, *Setting Your Church Free* (Ventura, Calif.: Regal Books, 1994), 171-210.

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# APPENDIX 2

# Membership Survey

1. Gender
___ Male ___ Female

2. Race
___ White ___ Hispanic
___ African-American ___ Other _____

3. Birth Date
___ Before 1930 ___ 1946–1960 ___ 1976–1990
___ 1931–1945 ___ 1961–1975 ___ 1991–2005

4. Occupation:
___ Clerical ___ Craftsman ___ Part-time
___ Housewife ___ Laborer ___ Unemployed
___ Farm Worker ___ Professional ___ Student
___ Sales ___ Service worker ___ Retired
___ Manager ___ Operative or transport ___ Other _____

5. Marital Status:
___ Single ___ Separated ___ Divorced
___ Married ___ Widowed

6. Check highest education level completed:
___ Middle School ___ High School ___ Trade/Technical School
___ Junior College ___ College ___ Post grad work/degree

7. What type of dwelling is your home?
___ Single-family housing (If so, do you rent or own? _____)
___ Apartment/condominium (2–9 units)
___ Apartment/condominium (10+ units)
___ Mobile home

8. How long have you lived at your present address? _____

9. Were you born in this state? ❑ yes ❑ no

10. Were you born in this city? ❑ yes ❑ no

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11. Where would you place your household income?

___ Less than $25,000 ___ $25,000–$50,000 ___ $50,000–$75,000
___ $75,000–$100,000 ___ $100,000+

12. Approximately how many miles do you live from the church building? _____
_____

13. How long have you been a Christian?

___ Not a Christian ___ Less than a year ___ 1–2 years
___ 3–5 years ___ 6–9 years ___ 10+ years

14. How long have you been a member of this church?

___ Not a member ___ Less than a year ___ 1–2 years
___ 3–5 years ___ 6–9 years ___ 11–19 years
___ 20+ years

15. What was the first contact you had with the church?

___ Friends/relatives attended
___ Parents brought you
___ Former pastor's recommendation
___ Religious survey
___ Newspaper ad
___ Drove by
___ Spouse was member
___ Radio or TV
___ Personal visit by the pastor
___ Personal visit of a member
___ Came on my own
___ Special event

16. What one thing influenced you to join this church? _____
_____

17. In a typical four-Sunday month, how often do you attend worship services? _____
_____

18. Indicate with a checkmark if you are very satisfied, satisfied, dissatisfied, or very dissatisfied with the following:

| | Very Satisfied | Satisfied | Dissatisfied | Very Dissatisfied |
|---|---|---|---|---|
| Sunday Morning Worship | ❑ | ❑ | ❑ | ❑ |
| Sunday School | ❑ | ❑ | ❑ | ❑ |
| Music Ministry | ❑ | ❑ | ❑ | ❑ |
| Discipleship Training Opportunities | ❑ | ❑ | ❑ | ❑ |
| Student/Youth Ministry | ❑ | ❑ | ❑ | ❑ |
| Children's Ministry | ❑ | ❑ | ❑ | ❑ |
| Preschool Ministry | ❑ | ❑ | ❑ | ❑ |
| Evangelism | ❑ | ❑ | ❑ | ❑ |
| Leadership Training | ❑ | ❑ | ❑ | ❑ |
| Missions Emphasis | ❑ | ❑ | ❑ | ❑ |

Comments: _____

19. Have you considered leaving this church in the last five years? Why or why not?
_____
_____
_____

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20. What do you believe our church does best? _____

_____

_____

21. What do you believe our church most needs to improve? _____

_____

_____

22. Do you feel you are a vital part of the church family? ❑ yes ❑ no

Please explain: _____

_____

23. Do you feel you are being used according to your giftedness and passion?

❑ not really ❑ occasionally ❑ usually ❑ yes, I do

Please explain: _____

_____

_____

24. Are you a part of a small group?

❑ Sunday School Class ❑ Discipleship Group ❑ Other: _____

25. Do you feel the members of this church would help you in a time of trouble?

❑ not really ❑ depends ❑ usually ❑ absolutely

Comments: _____

_____

_____

_____

26. Are there people in this community who would not feel comfortable attending worship services in this church? Why?

_____

_____

27. Are you comfortable encouraging nonbelievers to attend the worship services of this church? Is there anything about this church you would not want them to know?

_____

_____

_____

28. Do you currently feel alienated from anyone in the church?

_____

_____

_____

29. What members of this church, other than the ministerial staff, have the greatest influence on major church decisions?

_____

_____

_____

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30. Have you made suggestions that have been accepted by the church?

❑ never ❑ one small one ❑ yes

Comments: _____

_____

_____

_____

31. How do you feel about your ability to influence decision-making in the church?

_____

_____

_____

32. Are you involved with a ministry team of any kind in the church? (i.e. music, missions, committees, etc.)

_____

_____

_____

33. What gives you the most satisfaction in the position you now serve? _____

_____

_____

_____

34. What gives you the most frustration in the position you now serve? _____

_____

_____

_____

35. When in your life were you most fulfilled as a Christian?

_____

_____

_____

36. Do you feel you are closer in your relationship to Christ than you were five years ago? If so, what has this church done to help enable that?

_____

_____

_____

37. What could this church do to help you in grow in your relationship to Christ?

_____

_____

_____

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# APPENDIX 3

# Meeting Space Specifications Chart

## Meeting Space Specifications Chart

| Age Group | Space/Person | Maximum Attendance | Room Size | Leader: Learner Ratio |
|---|---|---|---|---|
| **Preschool** | | | | |
| Babies | 35 sq. ft. | 12 | 420 sq. ft. | 1:2 |
| Ones–Twos | 35 sq. ft. | 12 | 420 sq. ft. | 1:3 |
| Threes–Pre-K | 35 sq. ft. | 16 | 560 sq. ft. | 1:4 |
| Kindergarten | 35 sq. ft. | 20 | 700 sq. ft. | 1:5 |
| **Children** | | | | |
| Grades 1-6 | 20-25 sq. ft. | 24 | 480-600 sq. ft. | 1:6 |
| **Youth** | | | | |
| Gr. 7-12 (class) | 10-12 sq. ft. | 12 | 120-144 sq. ft. | 1:12 |
| Gr. 7-12 (dept.) | 8-10 sq. ft. | 60 | 480-600 sq. ft. | 1:12 |
| **Young Adults 18-24 yrs** | | | | |
| Department | 10 sq. ft. | | | |
| Class | 12-15 sq. ft. | 20-25 | 240-375 sq. ft. | 1:4 |
| Dual Use | 15-18 sq. ft. | 20-25 | 300-450 sq. ft. | |
| **Adults 25 yrs-up** | | | | |
| Department | 10 sq. ft. | | | |
| Class | 12-15 sq. ft. | 20-25 | 240-375 sq. ft. | 1:4 |
| Dual Use | 15-18 sq. ft. | 20-25 | 300-450 sq. ft. | |
| **Special Education** | | | | |
| Low-functioning | 25 sq. ft. | 1:1 | 480 sq. ft. (10 sq. ft. per person for wheelchairs) | |
| High-functioning | | 1:4 | | |
| In between | | 1:2-1:3 | | |

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# APPENDIX 4

# Sample Purpose, Vision, and Core Value Statements

### First Baptist Church of Belen, New Mexico

### Mission
Sharing the good news of Jesus Christ through praise, prayer, love, and discipleship.

### Vision
People experiencing a life-changing relationship with Jesus in a growing church family.

### Core Values
- We value the Holy Scripture as the inerrant, inspired Word of God for instruction in living and direction into a person, life-transforming relationship with Jesus Christ as Lord.
- We value the unconditional love of God which was manifested in the redemptive work accomplished on the cross by His Son, Jesus Christ, and in the Holy Spirit's drawing men to God Himself.
- We value intercessory prayer, believer's baptism, complete stewardship before God, and the use of spiritual gifts for the edification of the church.
- We value the discipline of Scripture memorization and perseverance through difficult life
- We value the certainty of the eventual return of Jesus Christ as a guarantee that God will complete the good work in us that He has begun.
- We value the responsibility of being called into a royal priesthood with the express charge of calling our fellowman into a faith-based grace-provided relationship with Jesus Christ.
- We value the invisible attributes of God in the revelation of Himself through His inspired word and creation.
- We value the freedom to gather in worship using our spiritual gifts, prayer, song, praise, and thanksgiving as demonstrated in the preaching and teaching of the Bible.
- We value our unity as the body of Christ, enjoying one another's diversity and uniqueness, joining in fellowship with one another in worship and prayer, reaching out and meeting members' needs with compassion and love for all ages.
- We value honesty and integrity, personal responsibility and accountability to God, self-discipline, respect for all human life from conception to natural death, and diligence in our daily walk.
- We value honoring Christ in our homes with lifelong commitments to marriage between male and female and scripturally rearing our children.
- We value cooperating with other Southern Baptist churches of the Central Baptist Association, the Baptist Convention of New Mexico, and the Southern Baptist Convention in evangelistic and missionary endeavors.
- We value sharing the gospel and the discipleship of all ages including children, youth, adults, and senior adults.
- We value the democratic freedoms of choice and process in our church's decision-making.

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## Hope Baptist Church, Las Vegas, Nevada

### Purpose
Proclaiming the grace of God. . . . Growing followers of Christ.

### Vision
To turn our world right side up with Christ, one person, one family and one community at a time.

### Core Values
As we journey from salvation to lordship under the authority of Scripture, we value:
- Every member a believer.
- Every believer a disciple.
- Every disciple a minister.

As we journey together united in Christ, we value:
- Worshiping God.
- Proclaiming His Word.
- Community among believers.
- Witnessing to a world He loves.

## Metropolitan Baptist Church, Houston, Texas

### Vision
We strive by the power of God to transform people into New Testament Great Commission Christians that are complete in Christ and are leaders in expanding the kingdom of God.

### Ministry Mission
- We will communicate the gospel of Christ to our world.
- We will transform our world one person at a time through discipleship.
- We will empower kingdom-minded Great Commission Christians for service.
- We will create a biblical community through Sunday School and biblically focused, culturally relevant corporate worship.

### Core Values
The Bible
- We believe the Bible is our primary tool in leading people to understand who God is and to bring about personal life transformation.
- We will endeavor to faithfully preach and teach its eternal, life-transformation truths through our worship services and small groups.
- We will use the Bible to constantly affirm God's direction for our lives and our church as we navigate through all of life's challenges, and all of the cultural changes which we will face.

People
- We will be intentionally evangelistic, sharing the love of God as it is presented through the gospel of Christ.
- We will strive to equip the Met member to become a Great Commission New Testament Christian that is confident in sharing their faith in Christ.
- We will foster opportunities for people to meet Christ through various ministry events and developing relationships with transformed Met members through our Sunday School.

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**Worship**

- We will foster worship that is both biblically correct and culturally relevant.
- We desire that our worship services bring the worshiper into a life-changing, dynamic experience with the living God.
- We will attempt to redeem the arts so that all art forms may be used in the worship of the God that created them.

**Life Transformation**

- We will strive for our Sunday School ministry to be the first experience in life transformation for the Met member.
- We will encourage each Met member to be a participant in a closed group for the purpose of deeper and more need-specific life transformation.
- We will strive for each Met member to develop the necessary spiritual discipline of prayer and Bible study to achieve personal daily intimacy with Christ.
- We will attempt to develop a personal life-transformation tracking system for each Met member.

**Service**

We will provide an ongoing training process that will equip each Met member to be confident and qualified to serve.

- We will assist each Met member to discover their God-given giftedness and abilities at every state of life.
- We will utilize our Sunday School as the first ministry a Met member can be involved in.
- We believe that the fruit of a transformed life is service, thus we will encourage every Met member to be involved in at least one ministry.
- We will encourage service by creating an environment of joy and fellowship among those that serve the Lord.

**Leadership**

- We will seek to join God where He is working.
- We will develop lay leaders who are kingdom minded and passionate about winning the world to Christ.
- We will develop the ability to determine and anticipate the needs of our lay leaders and deliver solutions that meet those needs.
- We will create ministries that address the trends in our culture allowing us to further expand the kingdom of God.
- We will become a church that leads the way in kingdom expansion.

**Stewardship**

- We will endeavor to teach that stewardship is the proper management of all God has given us to expand His kingdom.
- We will encourage each Met member to give at least a biblical tithe of his income.
- We will teach the Met member to use the things of the world without being in love with the world.
- We will not expend our precious resources on that which does not fulfill our vision.

**Biblical Community**

- We will facilitate biblical community through our worship services and Sunday School ministry.
- We believe biblical community is deepened through spending time with God's people socially, in ministry, and in times of personal distress.
- We will help to equip families to become the primary place where biblical community is learned and practiced.
- We will endeavor to ensure that each met member is a part of a Sunday School ministry where they can connect with part of our biblical community.
- We will intentionally provide a worship experience where community is celebrated and practiced.

## Trinity Baptist Church, Ocala, Florida

### Purpose

To lead people to a vital and personal faith in Jesus Christ and help them grow to maturity so they might reproduce themselves (other disciples) and become involved in a meaningful ministry in order to glorify God, multiply disciples, and edify (build up) the church.

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### Vision

To be a body created by and belonging to God through faith in Jesus Christ, empowered by the Holy Spirit and like-minded in our love for God and all people for the purpose of reaching Ocala and the world for Christ by proclaiming God's love and plan for salvation.

### Core Values

- We are committed to the truthfulness, trustworthiness, and authority of the Bible.
- We are committed to strong pastoral leadership for the purpose of encouraging and inspiring fellowship.
- We are committed to prayer.
- We are committed to reaching others.
- We are committed to dynamic worship.
- We are committed to discipleship and spiritual growth.
- We are committed to lay ministry.
- We are committed to biblical stewardship.
- We are committed to innovation, creativity, and excellence.
- We are committed to integrity, credibility, and unity.
- We are committed to people through ministry to the individual and family.

## University Baptist Church, Coral Gables, Florida

### Purpose

To introduce people to Christ and help them grow to be like Him.

### Vision

To become a transformational community living out the gospel of Jesus Christ together:

- Changing lives
- Changing families
- Changing our world

### Core Values

- We value the gospel of Jesus Christ as delivered to us through the Bible.
- We value turning to God and growth in Christlikeness as God's will for every believer.
- We value authentic and loving relationships that build up the community of believers.
- We value effective communication of God's timeless truth in relevant ways.
- We value all believers as ministers, serving according to their giftedness.
- We value measurable advancement toward accomplishing our church's purpose.
- We value the building and supporting of healthy family relationships.

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# APPENDIX 5

# Core Values Survey

Please answer each of these questions..

1. What do people inside the church say about this church?

_____

_____

2. What do people outside the church say about this church?

_____

_____

3. What about this church excites you?

_____

_____

4. What attracts people like you to this church?

_____

_____

5. What do you and others admire most about this church?

_____

_____

6. What do you and others admire least about this church?

_____

_____

7. What do you value most about this church?

_____

_____

8. What do you think other leaders of this church value most?

_____

_____

9. What is the one value you think is missing but needed in this church?

_____

_____

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# APPENDIX 6

# Core Values List

What values do you think are most important to our church as it moves into future? Choose eight values from the following list, or write your own. Number them 1 through 8, with 1 being the most important.

___ Biblical preaching and teaching
___ Cultural relevance
___ Missions involvement
___ Accountability
___ Respect for one another
___ Evangelism
___ Creativity and innovation
___ Fellowship
___ Integrity
___ Servant leadership
___ Generosity
___ Prayer
___ Holiness
___ Love
___ _____
___ _____
___ _____
___ _____
___ _____
___ _____

___ Forgiveness
___ Unity
___ Excellence
___ Active lay leadership and ministry teams
___ Fun
___ Status quo
___ Tradition
___ Strong families
___ Growth
___ Grace
___ Spiritual gifts
___ Spiritual transformation
___ Worship

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# APPENDIX 7

# Church Practice Assessment

The Church Practice Assessment helps planning team members evaluate where the church is in light of 32 church practice characteristics. The goal of using the assessment tool is to help planning team members dialogue about the church as they see it. As a result of the dialogue, common concerns will be identified. These common concerns can be helpful in establishing ministry goals.

Follow these steps to complete the assessment and dialogue with planning team members about your church:

*Step 1: Evaluate your church practice.* Each planning team member completes the assessment. Rank each of the 32 characteristics related to your personal perception of how well the church accomplishes that characteristic. Your evaluation should be based on the level of quality demonstrated for each characteristic and not just its presence in church practice. Using your responses to the assessment, complete the Scoring Evaluation Worksheet.

*Step 2: Analyze responses.* As a group discuss responses and determine two high-score characteristics (strengths) and two low-score characteristics (concerns) for each strategy. This assessment affirms your church's strengths and reveals areas you need to improve to achieve balance in your church practice.

## Church Practice Scoring Evaluation Worksheet

A kingdom-focused church uses four church practice strategies, described below, to carry out the Great Commission and accomplish the five church functions. Transfer your assessment scores to the appropriate church practice strategy. Use the evaluation responses to guide a dialogue with other leaders assessing your church. The dialogue should not be so rigidly structured that other possible characteristics are excluded.

| **Open Groups Strategy** | **Closed Groups Strategy** | **Corporate Worship Strategy** | **Ministry Teams Strategy** |
|---|---|---|---|
| Small-group Bible studies that intentionally focus on reaching unbelievers and assimilating people into the life of the church. | Discipling opportunities and leadership training that encourage believers to serve. | Opportunities for believers to experience the presence and power of God and for unbelievers to hear the gospel and see its power demonstrated in the lives of believers. | Opportunities for believers to serve the church and be involved in ministry and missions. |
| 8 _____ 26 _____<br>10 _____ 28 _____<br>12 _____ 30 _____<br>25 _____ 31 _____ | 3 _____ 19 _____<br>4 _____ 21 _____<br>7 _____ 23 _____<br>13 _____ 32 _____ | 2 _____ 15 _____<br>5 _____ 17 _____<br>9 _____ 20 _____<br>11 _____ 22 _____ | 1 _____ 18 _____<br>6 _____ 24 _____<br>14 _____ 27 _____<br>16 _____ 29 _____ |
| **Open Groups Total** _____ | **Closed Groups Total** _____ | **Corporate Worship Total** _____ | **Ministry Teams Total** _____ |

A kingdom-focused church accomplishes each of the five church functions. The box to the right groups the assessment statements according to church function. For discussion purposes, Which two functions received the lowest scores? Which would you improve first?

| | | | |
|---|---|---|---|
| Evangelism: | Total 4, 8, 15, 27, 28 | = | _____ |
| Discipleship: | Total 3, 7, 13, 19 21 | = | _____ |
| Fellowship: | Total 1, 5, 6, 10, 26 | = | _____ |
| Ministry: | Total 6, 16, 18, 24, 29 | = | _____ |
| Worship: | Total 9, 11, 17, 20, 22 | = | _____ |

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# Church Practice Assessment

The following statements have been identified as characteristics of churches with effective ministries. To assess your church, score each item as you perceive it existing in the ministries of your church. Each score should reflect how well your church is demonstrating the characteristic, not just its existence in church practice. After completing the scoring, transfer those scores to the Scoring Evaluation Worksheet. Some items are subjective, but your opinion will help guide a dialogue with other leaders in your church.

**0–Nonexistent 1–Poor 2–Somewhat 3–Good 4–Pretty strong 5–Wow, absolutely**

_____ 1. Church members effectively minister to one another.

_____ 2. Each worship service includes corporate Scripture reading and prayer as key elements.

_____ 3. Most new believers complete a new believer class and are guided to participate in ongoing discipling experiences.

_____ 4. Believers learn to share their faith through an intentional, ongoing training plan.

_____ 5. A church ministry assigns unbelievers and guests in worship to a small-group Bible study for follow-up.

_____ 6. Our church maintains a balance between ministries focused outside the church (mission actions) and ministries focused inward on the body.

_____ 7. Church leaders communicate a high level of expectation regarding member participation in discipleship opportunities.

_____ 8. The classes and departments in the small-group Bible study ministry intentionally enroll unbelievers.

_____ 9. The worship services provide times for confession of sin other than the invitation time.

_____ 10. Ministry leaders use the ongoing Bible study ministry as the primary beginning point for assimilating new believers and members.

_____ 11. The worship experiences show evidence of producing change in individuals who regularly attend.

_____ 12. The Bible study taking place in the small-group Bible study ministry results in members' becoming more like Jesus.

_____ 13. In each discipleship class leaders encourage members to move beyond classroom learning to ministry service.

_____ 14. Members involved in ministries are encouraged to participate in Bible study, corporate worship, and discipleship.

_____ 15. The presentation of the gospel is a regular element of worship services.

_____ 16. A well-developed prayer ministry supports the ministries of the church.

_____ 17. The pastor provides the focus and direction needed for worship planning.

_____ 18. Ministry leaders receive adequate training to carry out their ministry responsibilities.

_____ 19. A consistently implemented and communicated plan to disciple all believers to live a Christlike lifestyle guides the discipleship ministry.

_____ 20. The worship services demonstrate an understanding of the congregation's culture.

_____ 21. Active church members regularly participate in discipleship opportunities.

_____ 22. The worship services help attenders experience the presence of God and respond in praise.

_____ 23. Church members demonstrate a Christlike lifestyle.

_____ 24. Church members initiate new ministries (mission actions) in coordination with the overall ministry vision of the church.

_____ 25. The Bible study ministry uses an ongoing plan to increase the number of teaching units.

_____ 26. The Bible study ministry uses small groups to minister effectively to the needs of the members.

_____ 27. As a result of an intentional evangelistic focus, the ministries of the church guide unbelievers to small-group Bible study and corporate worship.

_____ 28. The teachers in the small-group Bible study ministry teach evangelistically as appropriate to the age group, and lead members to accept evangelism as a primary purpose of the Bible study ministry.

_____ 29. Church leaders use a systematic approach to engage members in ministry based on spiritual gifts, personal skills, and natural abilities.

_____ 30. Church leaders enlist and train new leaders for ongoing teaching units on a systematic basis.

_____ 31. Small-group Bible study leaders encourage members to participate in discipleship classes, corporate worship, and ministry.

_____ 32. The discipleship ministry offers a variety of interest tracks on a regular basis.

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# APPENDIX 8

# Ministries Evaluation Form

Instructions

1. List all committees, teams, ministries, events, and activities in the first column to the left.
2. Rank on a scale of 1 to 10 the effectiveness of that committee, team, ministry, event, or activity in moving the church toward its vision and values. Let 10 be the highest value.
3. Indicate with the first initial which of the church functions—evangelism (E), discipleship (D), fellowship (F), ministry (M), or worship (W)—this committee, team, ministry, event, or activity supports.
4. In the next column, indicate by initials which church practice strategy—open groups (OG), closed groups (CG), corporate worship (CW), or ministry teams (MT) the committee, team, ministry, event, or activity supports.
5. In the next column, indicate by initials which kingdom result—numerical growth (NG), spiritual transformation (ST), ministry expansion (ME) or kingdom advance (KA) the committee, team, ministry, event, or activity supports.
6. Recommend one of five options for the ministry:
   (1) Eliminate the ministry. Stop it as soon as possible.
   (2) Decrease the flow of resources to the ministry. Reallocate time and money being spent on this ministry to another ministry that is more effective.
   (3) Replace this ministry with something more effective.
   (4) Make necessary adjustments to make this ministry effective.
   (5) Continue the ministry as it is. It is currently effective and needs little change.
7. Make any additional comments or suggestions you would like to make regarding this ministry, program, activity, or strategy.

| Committees Teams Ministries Events Activities | Alignment with Purpose, Vision, and Values | Church Function | Church Practice Strategy | Kingdom Results | Future Option | Comments |
|---|---|---|---|---|---|---|
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# APPENDIX 9

# Action Plan Sheet

Strategic Initiative: _____

Point Person: _____

Goal: _____

Action Plan: _____

| Action Steps | Person Responsible | Others Involved | Support/ Resources Needed | Completion Date | How to Measure | Status |
|---|---|---|---|---|---|---|
| | | | | | | |
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# APPENDIX 10

# Action Plan Sheet

Strategic Initiative: Develop leaders with a passion for kingdom growth.
Point Person: Bill Smith

Goal: Discover members with the spiritual gifts of leadership and administration and increase the leadership base by 20 percent in the next church year.
Action Plan: Train 50 new adults in a study of spiritual gifts by January 1.

| Action Steps | Person Responsible | Others Involved | Support/ Resources Needed | Completion Date | How to Measure | Status |
|---|---|---|---|---|---|---|
| Secure space for training | Susan Foote | Tammy Vick | Room with white board for 15 Wednesdays at 5:00 | August 15 | Yes or No | Complete |
| Recruit leader to lead training | Bill Smith | pastor Discipleship Training director | Pastor's time and support Disciple Training director's time and support | August 15 | Yes or No | Complete |
| Order material from LifeWay to use for training | Jeff Miller | none | 1 book per person involved in study | Order to be delivered by August 15 | Ordered or not | Complete |
| Secure VCR for training sessions | Susan Foote | Tammy Vick | VCR and TV Check to make sure it works | August 30 | Yes or No | Complete Facilities Manager Will check again week prior to Aug. 30 |
| Recruit leaders to be trained: commitment cards to be signed | Bill Smith | Pastor Discipleship Training director Jeff Miller | Word from Pulpit Article in August newsletter | August 30 | How many recruited | Have commitments from 40 Spoke with 10 others: response expected within the week |
| Conduct training | Tom Wills | | | December 15 | 15 to complete training | Pending |

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