

Congregational Self-Study Checklist

HISTORY AND DESCRIPTION

- Brief congregational history
- Staff list, past and present
 - If present staff is bi-vocational, please include what kind of work is done outside the church along with a breakdown of number of hours spent at each job.
- List of leaders/overseers
- Facility information, construction, renovation, etc.
- Summary of congregational structure
 - Chart of organizational structure
- Church's past relation to the state ministry

DEMOGRAPHY

- Chart/graph past and present attendance, baptisms
 - Number of regular participants in the ministries of the church.
 - Average attendance of your weekly worship services
 - Number of Small groups/classes
 - Average weekly attendance of all your small groups and classes combined
 - Number of baptisms
 - Number of conversions
- Age of participants estimate
- Percentage of worship attenders who also attend small groups, class, service team, etc.
- Number/history of regular participants up until present (listed by decade)
- Total receipts/expenditures for last 20 years
- Amounts given by top 10 contributors in last fiscal year/percentage of total giving
- Amounts given by second top 10 contributors in last fiscal year/percentage of total giving
- Total number of contributors in last fiscal year and average amt given per contributor
- 10 year history of missions, state/national ministries/outside ministries giving of the church
- Pin Map – using Community Walk

COMMUNITY STUDY

- Overview of area/community
 - History
 - Population
 - Income levels
 - Education levels
 - Social, ethnic, and religious diversity
 - Age distribution
 - Growth/decline trends
 - Retail development
 - Other characteristics
- Description of surrounding square mile

BELIEFS AND PRACTICES

- Mission, vision and core values
- Other commitments/practices (covenants, codes of conduct, political positions, regular activities, etc.)

DOCUMENTS

- Typed copy of self-study
- Copies of documents:
 - Articles of Incorporation or Bylaws
 - Doctrinal statement
 - Last two annual reports
 - Last two annual budgets and financial statements
 - Sample bulletin and/or newsletter
 - Any policy statements
 - Other printed documents – provide insight into congregation
- Conditional deed copy, if applicable

SELF-STUDY GROUP

- Report
 1. What are our three greatest strengths at {enter church name}? Please list in order of significance.
 2. What are our three significant weaknesses at {enter church name}? Please list in greatest need first.
 3. What three changes do you feel are needed at {enter church name}? List in order of priority.
 4. How do we know that leaders truly want to grow spiritually and numerically, both as individuals and as a congregation?
 5. How do we know that leaders are genuinely willing to make sacrifices necessary to successfully launch a new life cycle for our congregation?
 6. How can we properly equip and better prepare our leaders to make the difficult decisions they may be called upon to make that we might achieve spiritual health and fulfill Christ's missional mandate as a church?
- Congregational Conditions Exercise report (tally results from individual's completed exercises)