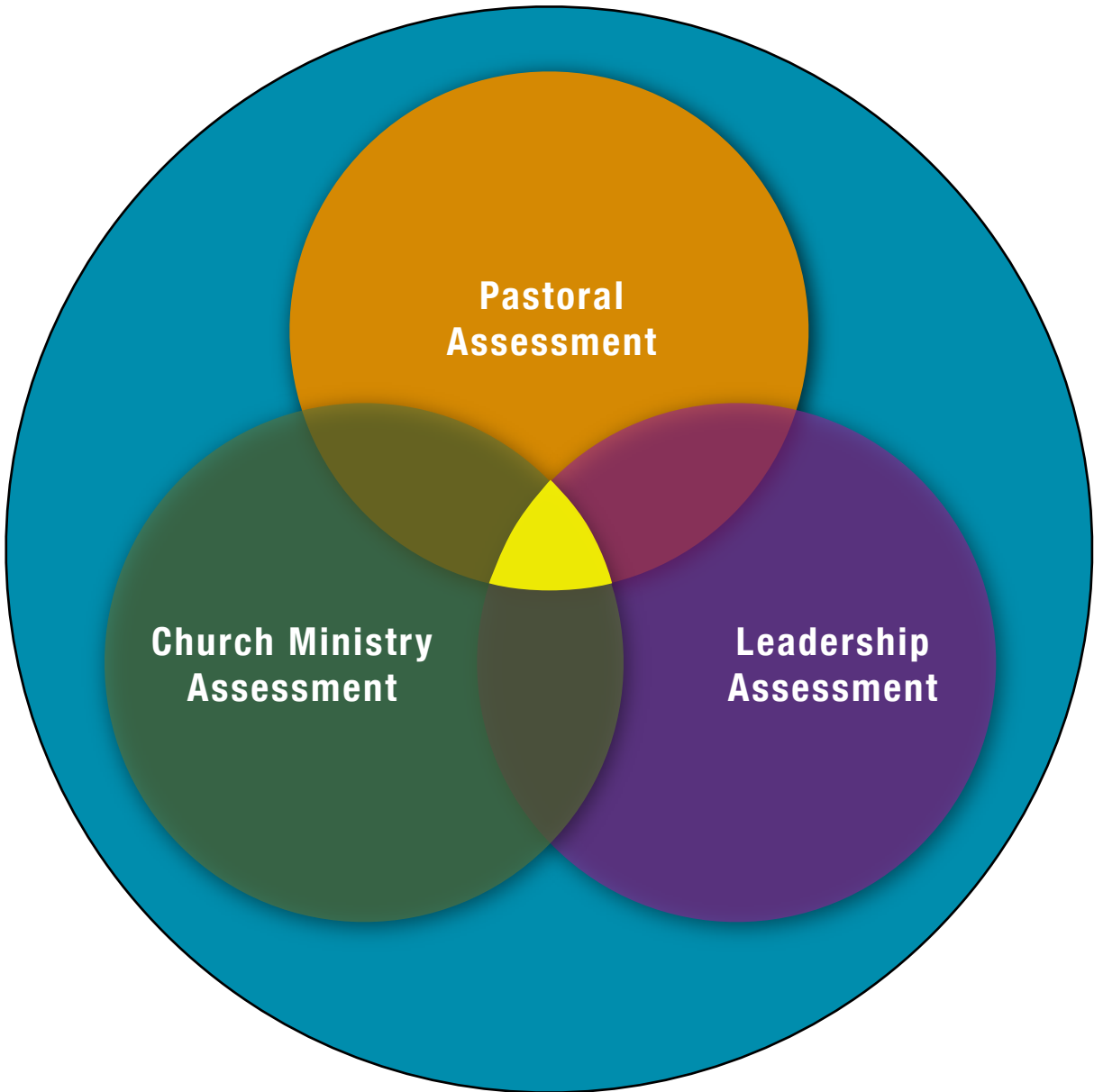


Ministry Assessment Instrument



MINISTRY ASSESSMENT INSTRUMENT

Suggested guidelines for use

1. Prayerfully appoint a pulpit/personnel committee who will be responsible for compiling and summarizing the results of this assessment instrument.
2. Determine what you plan to accomplish through using part or all of this instrument. Do you want only to do an assessment of the pastor and/or leaders or do you want to assess the ministry of the church as a whole?
3. Make sure each respondent signs his/her name. This will be helpful for further dialogue if needed. It will also make the information more meaningful and authentic.
4. Determine who you want to have fill out this instrument. It is recommended you choose those people who work closely with the pastor and/or leaders. In addition, asking all ministry leaders and a sampling of the general congregation will give you a good cross section for a meaningful assessment of the pastor(s) ministry. For an assessment of the church's ministry in general ask either all church members or those in attendance at Sunday morning worship to fill out the first section entitled "*Church Ministry Assessment*".
5. Make sure those who are being asked to fill out the assessment are familiar with this instrument. They should know before hand how you plan to use and summarize the results of the assessment.
6. Your pastor and/or leaders should also know how you plan to report the results of the assessment (i.e. A summary will be presented, not individual responses). The summary should include a table of all numerical ratings, as well as a comprehensive review of frequently made written comments. A clear conclusion should be made which offers both specific affirmation and areas of growth for the pastor's and/or leader's ministry.

MINISTRY ASSESSMENT INSTRUMENT

Introduction to the Assessment Process for Respondents

Paul urges the church to speak “*the truth in love*” so we may “*grow up in every way into Him who is the head, into Christ*” (Ephesians 4:15). The “*Ministry Assessment Instrument*” is designed to help a church speak the truth and grow in the process of church and pastoral assessment. This assessment instrument is built on the following principles.

1. Assessment should be prayerful, loving and supportive rather than accusing, blaming, polarizing, or destroying.
2. Assessments should be based, as much as possible, on observable behavior rather than inferred attitudes and personality traits.
3. Assessment should be carried out responsibly and openly, rather than shrouded in anonymity and secrecy.
4. Assessment should be as comprehensive as possible rather than focusing solely on the pastor or single aspect of the pastor’s ministry.
5. Assessment should promote growth in the ministry of the church rather than serving as a vehicle for bringing about pastoral change.

You are asked to prayerfully consider each item in this instrument before responding. You are encouraged to offer your own responses rather than conferring with other individuals before you respond. Please submit your completed instrument no later than next Sunday.

When all responses have been received, a committee will summarize the responses. The summary will be shared with both the church and the pastor. The pastor will not receive your response form. However, you are asked to sign your response. Why? Because assessment demands integrity, accountability, and follow-up. In some cases the assessment summary committee may feel a need to engage in further dialogue with individuals regarding their responses.

Finally you are asked to pray for your church, your pastor(s) and other church leaders, and the assessment summary committee during the assessment process now taking place in our church. As part of this process, your pastor(s) and other church leaders will be involved in a program of self-assessment. May God grant to each of us wisdom and grace as we participate in this process.

MINISTRY ASSESSMENT INSTRUMENT

Introduction to the Assessment Process for Pastors and Church Leaders

If you have not already done so, you should familiarize yourself with the instrument and the principles, which guided the creation of the instrument. The principles are listed in the *“Introduction to the Assessment Process for Respondents.”*

The effectiveness of any assessment instrument depends largely on the way it is used by the local church. To that end a few suggestions are offered.

Assessments should be undertaken on a regular basis. Some congregations may wish to do so annually, others may prefer to assess at other intervals. However, congregations should recognize that overly long delays between assessments could allow problems to grow and fester to the point that serious, destructive conflict becomes inevitable.

Since every member of the congregation has particular needs and perceptions, it seems important that responses should be solicited to as many aspects of the pastor's work as possible and from as many members as possible. If the entire congregation is not invited to respond, those who are invited should be representative of the congregation and selected in an impartial manner.

When all responses have been received, a committee should summarize the responses. The summary should include a table of all numerical ratings as well as a comprehensive review of written comments, which were made with enough frequency to insure they represent a significant segment of the congregation. Finally, a clear conclusion should be made which offers both specific affirmations and areas of growth for the pastor's ministry.

Each assessment form asks for the signature of the respondent. Why? Because assessment demands integrity, accountability and follow-up. Although the pastor should receive only the assessment summary, signatures help respondents to be responsible for their assessment. In addition, the assessment summary committee may feel that in some cases further dialogue with individual respondents will help to clarify issues and reduce the risk of larger, more destructive church conflicts at a later point in time.

Source: Mennonite Brethren Churches in British Columbia, Annual Conference, 1995.

Pastoral Assessment

*The purpose of this review is to provide our pastor with an overview of his ministry. The review will be used constructively to facilitate the pastor's ongoing growth. With this in mind, please complete the following assessment with prayerful consideration. A summary of the results of all the reviews will be shared with the pastor. **Individual scores or comments will not be shared with the pastor.***

How well do you know the pastor?

- Very Well
 Well
 Not Very Well
 Hardly at all

Please indicate your involvement in the life of the church at present _____

Scale:

1 = Disagree Strongly 2 = Disagree 3 = Disagree Somewhat
4 = Agree Somewhat 5 = Agree 6 = Agree Strongly

NOTE: Leave blank if not applicable.

<i>PERSONAL LIFE of the pastor</i>						
The pastor gives evidence of:						
A deep commitment to Christ and a godly lifestyle.	1	2	3	4	5	6
A competent knowledge of the Bible.	1	2	3	4	5	6
A love for the work of the church.	1	2	3	4	5	6
A concern and compassion for unbelievers.	1	2	3	4	5	6
An active prayer life.	1	2	3	4	5	6

<i>HOME LIFE (where applicable)</i>						
Takes time with spouse and family.	1	2	3	4	5	6
Spouse and family support the ministry.	1	2	3	4	5	6
Models a loving home life.	1	2	3	4	5	6
Good balance between work/leisure.	1	2	3	4	5	6
Allows for recreational time.	1	2	3	4	5	6

<i>AS A LEADER the pastor</i>						
Is effective in communicating the vision and goals of the church.	1	2	3	4	5	6
Models good time management.	1	2	3	4	5	6
Models a spirit of love and a servant attitude.	1	2	3	4	5	6
Accepts suggestions well.	1	2	3	4	5	6
Supports conference/denominational ministries.	1	2	3	4	5	6
Is effective in equipping and empowering the people for ministry.	1	2	3	4	5	6
Is aware of and sensitive to peoples' needs.	1	2	3	4	5	6

AS A COMMUNICATOR the pastor						
Encourages and challenges me to grow spiritually and mature in my faith.	1	2	3	4	5	6
Models the value of prayer.	1	2	3	4	5	6
Supports participation in the service.	1	2	3	4	5	6
Is biblical and relevant in preaching.	1	2	3	4	5	6
Helps me apply biblical truth to my daily life.	1	2	3	4	5	6
Is compelling and persuasive in his/her style of delivery.	1	2	3	4	5	6

AS AN ADVISOR/COUNSELLOR the pastor						
Is easy to talk to.	1	2	3	4	5	6
Is a good listener.	1	2	3	4	5	6
Is perceptive and understands me.	1	2	3	4	5	6
Provides wise counsel and direction.	1	2	3	4	5	6
Admits to limits readily.	1	2	3	4	5	6

ADDITIONAL COMMENTS:

- Our pastor does well in the following areas of ministry: _____

- The pastor should give more attention to: _____

- What do you consider to be the church’s responsibilities to the pastor? _____

- How have you shown your support to our pastor? _____

- If you could say anything you liked to the pastor, what would you say? _____

Signature _____ Date _____

Pastoral Self-Assessment

This self-assessment is designed to enhance personal growth. It will help you reflect on your ministry and personal life and will give direction for goal setting.

What have been some of your significant accomplishments this year? (ministry & personally) _____

Are there any aspects of your ministry you would assess as failures or discouragements? _____

What are the strengths of your ministry on which you want to build? _____

What is one key aspect of your ministry you would like to change? _____

How have you worked at developing and mentoring leaders? _____

In what ways have you encouraged and supported other members of your pastoral team? _____

Have you fulfilled the expectations of your job description? _____

What changes would you suggest so your job description more accurately reflects your giftedness and actual ministry? _____

In the coming year, I would like to capitalize on the following trend and/or new opportunities: _____

Scale:

**1 = Strongly Dissatisfied 2 = Dissatisfied 3 = Dissatisfied Somewhat
 4 = Satisfied Somewhat 5 = Satisfied 6 = Strongly Satisfied**

NOTE: Leave blank if not applicable.

<i>Rate yourself in the following categories:</i>							<i>Comments:</i>
Personal devotional life.	1	2	3	4	5	6	
Ability to pace myself and take time off.	1	2	3	4	5	6	
Relationship with my spouse.	1	2	3	4	5	6	
Relationship with my family/children.	1	2	3	4	5	6	
Ability to handle pressure/stress.	1	2	3	4	5	6	
Management of personal finances.	1	2	3	4	5	6	
Involvement with non-Christians.	1	2	3	4	5	6	
Preaching/teaching ministry.	1	2	3	4	5	6	
Care/contacting ministry.	1	2	3	4	5	6	
Administrative/organizational skills.	1	2	3	4	5	6	

Several goals that I would like to achieve in the next year: _____

Several goals that I would like to achieve with the church leadership team: _____

Several goals that I would like to see the church body achieve: _____

Signature _____ Date _____

Church Ministry Assessment

The following assessment will help you reflect on the ministry of our church. As you consider the strengths and weaknesses of the various ministries of the church may you recognize the importance that each member plays in maintaining an effective ministry.

Scale:

**1 = Disagree Strongly 2 = Disagree 3 = Disagree Somewhat
4 = Agree Somewhat 5 = Agree 6 = Agree Strongly**

NOTE: Leave blank if not applicable.

<i>WORSHIP</i>						
The worship services help us focus our attention on God and His Word.	1	2	3	4	5	6
The worship services are uplifting.	1	2	3	4	5	6
The style of worship meets the needs and goals of our church.	1	2	3	4	5	6
Prayer is viewed as an important part of worship in the church.	1	2	3	4	5	6

<i>PREACHING/TEACHING</i>						
Is biblical and relevant to daily life.	1	2	3	4	5	6
Provides a clear understanding of God's word.	1	2	3	4	5	6
Encourages spiritual growth.	1	2	3	4	5	6
Is challenging and motivating.	1	2	3	4	5	6

<i>VISION/LEADERSHIP</i>						
The church's vision/mission statement is clearly communicated and known.	1	2	3	4	5	6
The pastor & staff have a good working relationship with the church leadership.	1	2	3	4	5	6
The leaders are sensitive to the needs of the members and seek their input.	1	2	3	4	5	6
Leaders are chosen basis on their spiritual qualifications and ability to lead.	1	2	3	4	5	6
I support and regularly pray for our church leaders.	1	2	3	4	5	6

<i>ADMINISTRATION/ORGANIZATION</i>						
The organizational structure is effective with clear lines of responsibility/accountability.	1	2	3	4	5	6
Events and services are organized well.	1	2	3	4	5	6
Members' needs are cared for through the ministry of the church.	1	2	3	4	5	6

<i>DISCIPLESHIP/EQUIPPING</i>						
Spiritual growth is taking place through small groups, classes, etc.	1	2	3	4	5	6
The church is effective in helping new Christians grow in their faith.	1	2	3	4	5	6
Growing in Christlikeness is highly valued and fostered in the church.	1	2	3	4	5	6
Training is provided for the various ministries of the church.	1	2	3	4	5	6
People are challenged to be involved in ministry and their gifts are affirmed.	1	2	3	4	5	6
The purpose of each ministry program is clearly stated.	1	2	3	4	5	6

<i>EVANGELISM/MISSIONS</i>						
There is a sense of purpose and direction in reaching our community.	1	2	3	4	5	6
Members show a desire to share Christ with their friends.	1	2	3	4	5	6
People are coming to Christ through the ministry of the church.	1	2	3	4	5	6
The church is committed in prayer and financially to world missions.	1	2	3	4	5	6
A good percentage of the church budget is designated for missions.	1	2	3	4	5	6

<i>STEWARSHIP/FINANCES</i>						
The budget appropriately reflects the church’s vision and goals for ministry.	1	2	3	4	5	6
Biblical stewardship is frequently and effectively taught.	1	2	3	4	5	6
I am committed to give proportionally of my income to the church budget.	1	2	3	4	5	6

ADDITIONAL COMMENTS

Signature _____ Date _____

Church Leader Self-Assessment

It is important to remember that the entire leadership team plays a vital role in the quality of ministry at this church. Therefore, in a time of evaluating how things are going it is essential the team be assessed. Please complete the following to give the present assessment its widest scope.

Name _____ Position/role _____

Please place a check mark in the most appropriate box:

I am fulfilled and happy about my position and role on the leadership team.

Most of the time Sometimes Hardly ever

Comments _____

I am frustrated about my leadership responsibilities.

Most of the time Sometimes Hardly ever

Comments _____

Scale:

1 = Disagree Strongly 2 = Disagree 3 = Disagree Somewhat

4 = Agree Somewhat 5 = Agree 6 = Agree Strongly

NOTE: Leave blank if not applicable.

Our pastoral staff is provided with clear job descriptions.	1	2	3	4	5	6
My responsibilities are clearly defined.	1	2	3	4	5	6
Ours is a team effort in leadership.	1	2	3	4	5	6
Our pastoral staff is adequately supported financially.	1	2	3	4	5	6
I am modeling godliness in lifestyle, financial stewardship, and faithfulness in service.	1	2	3	4	5	6

1. The strengths I bring to my role as a leader of this church are _____

2. What are the strengths in the life and ministry of the congregation? _____

3. What areas of congregational life need change and growth? _____

4. I would like to see our congregation grow in the next one to three years in the following ways _____

5. The three areas where the church needs to put the greatest emphasis are _____
