CheCklist for Congregations

**Use this checklist to help assess how the congregation is structured for success.**

Homework Tips Checklist for Parents

# Worship

[ ]  Average Sunday attendance and changes

[ ]  Worship opportunities for adults and youth

[ ]  Training schedule for adult and youth servers

[ ]  Bulletins and pew cards

[ ]  How people are greeted during the service? When are announcements done? Announcement time length?

[ ]  Do the ushers pass the plate?

[ ]  Are there intentional greeters with follow up for visitors and new members? How is this done and who does it? (e.g., Worship Committee)

[ ]  Vibrant, energized and participatory music

# Leadership

[ ]  Vision, mission and values are readily available and reviewed annually

[ ]  Vestry Orientation after Annual Meeting

* Yearly vestry orientation to review goals and responsibilities
* Vestry has job descriptions for all with clear expectations
* Vestry has contracts and letter of agreement for clergy
* Leadership conducts clergy reviews
* Annual Mutual Ministry Review on goals and ministries
* Vestry has Vestry Resource Guides and reviews regularly
* Process and schedule for accountability is built into vestry agenda

[ ]  Stewardship program/process

* Knowledge of pledge ranges and demographics regarding pledges
* Moving to yearly stewardship campaign
* Online giving

[ ]  Plan for how new leaders are recruited, supported and mentored

# Guidance and good practice

[ ]  Communication – strengths and weaknesses

[ ]  How are minor conflicts resolved? Any major conflicts currently?

[ ]  How is the congregation connected to the local community?

[ ]  Available outreach opportunities

[ ]  How connected is the congregation to the diocese?

* Attend Leadership Days
* Clergy Days and events
* Partnerships

[ ]  How are people invited into community? Process for integration?

[ ]  How are they intentionally supported and encouraged and for how long?

[ ]  What opportunities are there for Christian Education?

* Who leads and how are the offerings reviewed?
* How are the youngest members cared for?