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?