

# CHECKLIST FOR CONGREGATIONS

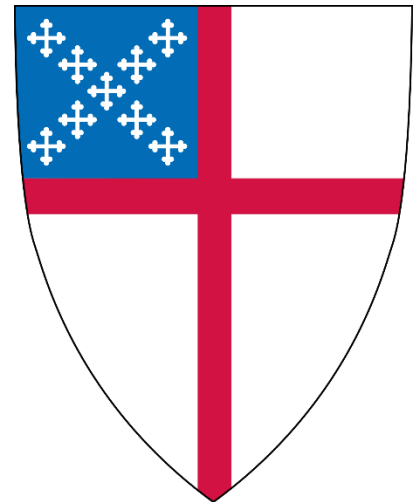
Use this checklist to help assess how the congregation is structured for success.

## 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?