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## **Evaluation of Church and Pastoral Ministry**

Occasionally, ministers and churches have requested assistance in evaluating their ministries. Some are discouraged because their church is not growing. Some feel that they are not effective anymore. Others simply desire to improve and expand their ministry potential.

When completed, the questionnaire on the following pages is meant to provide a "springboard" from which discussion may flow. The purpose is to evaluate, then follow up with suggestions and counsel. The ultimate goal is to increase effectiveness in ministry to the glory of our Lord Jesus Christ.

## DATA SHEET

### Pastoral Data

Age:
Name:
Describe Health:
Hobbies:
Recreational Activities:
Years at present pastorate:
Total years in pastoral ministry:
Credential level:
Years of formal education:
Are you now involved in any form of Continuing Education? Yes No
Describe your process of self-improvement:
Describe your commitment to prayer:

### Church Data

What is the average attendance of Sunday morning services? \_\_\_\_\_

What percentage has your church increased/decreased over the past two years? \_\_\_\_\_

Place a plus (+) before your figure for an increase (for example, +150); place a minus (-) before your figure for a decrease (for example, -150).

What percentage of your average attendance is adult (18+)? \_\_\_\_\_

\$0 - \$10,000	\$50,001 - \$100,000	\$250,000 - \$ 350,000
\$10,001 - \$25,000	\$100,001 - \$150,000	\$ 350,000 - \$500,000
\$25,001 - \$50,000	\$150,001 - \$250,000	

### **Community Data**

What is the population of your city and suburbs?

How many Evangelical and/or Pentecostal churches are in your community?

Which term or terms best characterizes the economic base of your community? (Circle one or more)

Industrial Agricultural Technological Educational

## **Questionnaire Instructions**

1. All questions would have four possible responses and weights.

SAMPLE:

Do you give yourself at least one week to think about your sermon theme, illustrations, and organization?

Always – 4 Usually – 3 Seldom – 2 Never – 1

2. Based upon the values given each question, each category would have a score.

EXAMPLE:

Administration average score <u>34</u> (based upon a possible score of 40).

3. Based upon the values given, the entire instrument should have an aggregate score.

#### EXAMPLE:

The entire instrument score could be  $\underline{330}$  (based upon a possible aggregate score of 400).

4. Based upon the scores of <u>each</u> of the ten categories, an average score for the entire instrument should be calculated.

EXAMPLE:

The average of all ten categories might be 11 (based upon a possible average of 40).

- 5. Correlation/analysis could be run between basic data and any one or more subcategories.
- 6. The results of the entire instrument, sub-categories and analysis can be graphed.

# **Ministerial Evaluation**

Key: Always – 4 Usually – 3 Seldom – 2 Never – 1

#### Leadership and Spiritual Growth

- 1. Do you feel that, generally speaking, you allow others to give their opinions about critical issues? \_\_\_\_\_
- 2. Do you respond favorably or show interest in the opinions and criticisms of others even when you disagree with their position?
- 3. Do you seek the counsel and advice of others in important matters? \_\_\_\_\_
- 4. Does the following statement ever characterize your attitude toward conflict? "Church conflict often needs the thoughtful intervention of the pastor."
- Does the following statement characterize your response to conflict or a potential conflict? "I am not reluctant to become involved in resolving conflict when it becomes necessary." \_\_\_\_\_
- 6. conflict? "I am willing to make adjustments in my attitudes in order to accommodate peaceful and fair solutions to conflict."
- 7. Do you take one or two days in a normal pastoral week and give total priority to study and research of scriptural themes?
- 8. Do you write down the experiences, thoughts, and perceptions which come through your personal encounters with God? \_\_\_\_\_
- 9. Do you put yourself on a schedule for reading/studying scripture and all other materials that will help you grow as a man/woman of God? \_\_\_\_\_
- 10. Do you ever set aside times given solely to fasting and prayer? \_\_\_\_\_

### **Relationships**

For those who are not married and/or without children, leave the corresponding questions blank.

- 1. Does your spouse feel that your marriage relationship is healthy? \_\_\_\_\_
- 2. Does your spouse feel that you are spending adequate time with your family?

Key: Always – 4 Usually – 3 Seldom – 2 Never – 1

3. Is there evidence that your children are growing in the Lord? \_\_\_\_\_

- 4. Are you experiencing good relationships with members of the congregation?
- 5. Are you experiencing good relationships with board members? \_\_\_\_\_
- 6. Do you have annual emphasis on pastor/board relationships? \_\_\_\_\_
- 7. Do you initiate an annual board evaluation of your ministry? \_\_\_\_\_
- 8. Do you actively participate with other ministers in our fellowship? \_\_\_\_\_
- 9. Are you involved in hospital visitation, home visits, calling on the elderly?
- 10. Are you aware of the needs of your congregation? \_\_\_\_\_

### **Goal Setting and Planning**

- 1. Do you try to define your target audience reflecting the make-up of your community? \_\_\_\_\_
- 2. Do you have a written mission statement for your church outlining your reasons for being and the major ministries that fulfill these purposes?
- 3. Do you periodically seek input from your congregation regarding their dreams and visions for your church? \_\_\_\_\_
- 4. Do you spend sufficient time developing personal goals for your church in the areas of ministry, missions, growth, finances, outreach, facilities, etc.?
- 5. Do you schedule times with your key leaders to develop quarterly and yearly goals for their ministries? \_\_\_\_\_
- 6. Do you consult with your leaders in developing and maintaining a master calendar of plans and events for your church? \_\_\_\_\_
- 7. Do you require your leaders to plan and publish their calendars at least two to three months in advance? \_\_\_\_\_
- 8. Do you develop a financial plan for funding the ministries of your church and do you periodically review this plan with your leaders?
- 9. Do you develop strategies for promoting special events and ministries of your church to your congregation?
- 10. Do you develop strategies for promoting missions to your congregation?

Key: Always – 4 Usually – 3 Seldom – 2 Never – 1

#### **Administration**

- 1. Do you have a positive attitude toward the administrative aspects of your responsibility as a pastor? \_\_\_\_\_
- 2. Do you seek to improve your administrative skills through reading books and articles, listening to tapes, attending seminars, etc.?
- 3. Do you have regular established office hours for yourself and any other pastoral or office personnel? \_\_\_\_\_
- 4. Do you have written ministry (job) descriptions for yourself and all other leaders and workers, including references to the spiritual gifts needed to fulfill these ministries?
- 5. Do you conduct regular meetings with your department leaders? \_\_\_\_\_
- 6. Do you meet personally with your department leaders to discuss plans, concerns, needs, etc.?
- 7. Do you understand and practice good principles of delegation? \_\_\_\_\_
- 8. Do you develop a written agenda for your board meetings and distribute it to the board members beforehand?
- 9. Do you create a "priority list" of short-range, mid-range, and long-range administrative concerns?
- 10. Do you try to think through administrative problems and approach them with a specific strategy in mind? \_\_\_\_\_

### Church Growth and Outreach

- 1) Are you schooling yourself regularly regarding outreach by attending seminars, conferences, reading books, listening to tapes, etc.?
- 2) Are you consistently studying your community to ascertain its unique needs in order to direct evangelism outreach toward those needs? \_\_\_\_\_
- 3) Have you established goals regarding outreach for the next year and next five years? \_\_\_\_\_
- 4) Are you setting the example of personally meeting new people (including community leaders) with the purpose of personal evangelism? \_\_\_\_\_
- 5) Do you have a procedural strategy outline by which you plan to involve your congregation to reach your one- and five-year outreach goals? \_\_\_\_\_

- 6) Do all your outreach plans present Christ and His gospel and provide discipleship for those who make decisions to follow Christ? \_\_\_\_\_
- 7) Do you have a personal evangelism and discipling training program in place?
- 8) Do you have a missions committee that is actively involved in determining which missionaries receive support, communicating with missionaries, and planning the annual missions convention? \_\_\_\_\_
- 9) Do you have six or more missionaries as guest speakers during each year?
- 10) Do you have an annual missions convention where faith promises are received? \_\_\_\_\_

### **Church Services**

- 1. Do you begin services on time? \_\_\_\_\_
- 2. Are all participants in the worship service prepared and coordinated? \_\_\_\_\_
- 3. Are you effective in gathering information on visitors and actively following up with correspondence and visits?
- 4. Are worship services visitor friendly?
- 5. Are ushers and greeters trained and functioning in their ministries?
- 6. Does the service atmosphere show evidence of God's presence? \_\_\_\_\_
- 7. Do you give altar calls for the unsaved? \_\_\_\_\_
- 8. Do you utilize the altar in worship services for other purposes? \_\_\_\_\_
- 9. Do you schedule prayer times for worship services? \_\_\_\_\_
- 10. Do worship services have balance in preaching, worship, prayer, giving and evangelism? \_\_\_\_\_

Key: Always – 4 Usually – 3 Seldom – 2 Never – 1

#### **Preaching and Ministry**

- 1. Do you feel satisfied with the amount of time you spend preparing a sermon?
- 2. Do you feel people generally respond favorable to your sermon (verbally and non-verbally)? \_\_\_\_\_
- 3. Do you normally preach expository sermons as opposed to topical sermons?
- 4. Do you periodically tape your sermons and listen critically to them? \_\_\_\_\_
- 5. Do you ever ask your spouse or a trusted mentor to observe you preaching and then offer comments on content, style and mannerisms? \_\_\_\_\_
- 6. Do you read materials written on homiletics and preaching? \_\_\_\_\_
- 7. Do you preach from a prepared outline or manuscript? \_\_\_\_\_
- 8. Does your congregation's general response to your preaching give you a positive feeling about your preaching? \_\_\_\_\_
- 9. Do you give yourself at least several days to think about your sermon theme, illustrations and organization?
- 10. Do you develop a preaching plan for your sermons more than a week at a time?

#### **Music and Worship**

- 1. Do you and your worship leader spend a time in prayer specifically for the song and worship part of the service? \_\_\_\_\_
- 2. Do you preach occasionally on the subject of praise and worship in order to teach your people the Biblical basis for worship and how to worship?
- 3. Do you use a variety of songs with varying tempos, including both hymns and choruses? \_\_\_\_\_
- 4. Does the balance of both hymns and choruses reflect your church's vision?
- 5. Do you utilize a balance of time when people are sitting and standing during the worship service? \_\_\_\_\_

Key: Always – 4 Usually – 3 Seldom – 2 Never – 1

- 6. Do you lead people into spontaneous praise and worship through the songs you lead them to sing? \_\_\_\_\_
- 7. Do you have the list of songs prepared ahead of time for use during the worship service? \_\_\_\_\_
- 8. Do you lead your congregation in singing with hand direction rather than expecting them to merely follow your singing voice or the musicians? \_\_\_\_\_
- 9. Are you pleasantly enthusiastic when you lead in worship? \_\_\_\_\_
- 10. Do you instruct special musicians to focus on worshipping the Lord through their music rather than merely bringing enjoyment to the congregation?

### Lay Training and Ministry

- 1. Does your preaching and teaching have a plan or focus on training people for the work of the ministry? \_\_\_\_\_
- 2. Do you employ a means for both recruiting and training for ministry the members of your congregation? \_\_\_\_\_
- 3. Do you have a class which is offered at least once yearly for fundamentals of the faith and the basics of personal witness and discipling of new believers?
- 4. Do you give the congregation any opportunity (i.e. questionnaire) to state their felt or perceived educational discipleship needs?
- 5. Do you ever offer adult education/discipleship training through any other means except Sunday School? \_\_\_\_\_
- 6. Do you have an education committee which addresses educational needs in the church? \_\_\_\_\_
- 7. Do you have resources such as video series and audio recordings to help people with practical problems in Christian growth, experience, and personal witness?
- 8. Do you have other speakers/professionals come in to challenge both you and your congregation in areas of discipleship and continuing education?
- 9. Do you promote your education/training ministries including Sunday School from the pulpit? \_\_\_\_\_
- 10. Do your teachers have proper tools and supplies for carrying out their responsibilities in the classroom?

Key: Always – 4 Usually – 3 Seldom – 2 Never – 1

### **Buildings and Property**

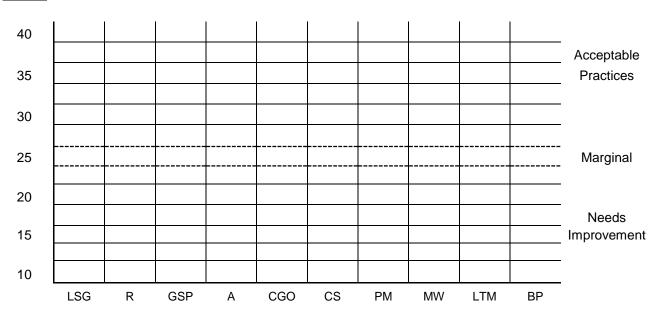
- 1. Do you periodically walk in and around your church building(s) and properties using the "eyes" of a visitor to determine what their first impressions might be?
- 2. Do you have a priority plan developed for needed building improvements and the upgrading of your facilities? \_\_\_\_\_
- 3. Do you assign another person, beside yourself, to monitor building temperature and comfort? \_\_\_\_\_
- 4. Do visitors/regulars ever compliment the appearance of restroom areas, nurseries, and children's classrooms? \_\_\_\_\_
- 5. Do you assign someone, beside you and/or your spouse, to monitor the cleanliness and hygiene of restrooms, nurseries, and children's rooms?
- 6. Is the overall condition and appearance of your office a subject of discussion in board and/or leadership meetings? \_\_\_\_\_
- 7. Are complaints about the comfort and/or appearance of your building taken seriously? \_\_\_\_\_
- 8. Are your facilities crowded during key times such as Sunday morning services?
- 9. Do you write improvement costs for the building and property into your budget or otherwise plan for raising finances for needed improvements? \_\_\_\_\_
- 10. Is weekly care given to lawn, shrubs, and other outside greenery? \_\_\_\_\_

## **Scores and Graph for Ministerial Evaluation**

Leadership & Spiritual Growth (LSG)	
Relationships (R)	
Goal Setting & Planning (MW)	
Administration (A)	
Church Growth & Outreach (CGO)	
Church Services (CS)	
Preaching and Ministry (PM)	
Music and Worship (MW)	
Lay Training and Ministry (LTM)	
Buildings and Property (BP)	
TOTAL SCORE	

AVERAGE SCORE

Place a dot directly above each category on the line that represents the score of that category. For example, if your score is 36 in Administration, place a dot on 36 directly above "A". A dot should be placed for each category.



#### <u>Score</u>

# **Congregational Evaluation**

Indicate your response to each of the statements below according to how you perceive your congregation at this time, not how you wish it to be.

<u>Ministry</u>								trongly Agree
1.	We facilitate many ways for people's lives to be changed by God.	1	2	3	4	5	6	7
2.	Our church has improved the quality of life for people in our community.	1	2	3	4	5	6	7
3.	Our congregation has an effective process for developing new believers and new members into faithful disciples of Christ who develop others into faithful disciples.	1	2	3	4	5	6	7
4.	Our worship services are inspirational.	1	2	3	4	5	6	7
5.	The church has high-quality ministries and programs.	1	2	3	4	5	6	7
6.	We clearly define the responsibilities of church leaders.	1	2	3	4	5	6	7
7.	Authority in our church is appropriately distributed.	1	2	3	4	5	6	7
8.	Communication in the church is effective.	1	2	3	4	5	6	7
9.	Our congregation makes decisions effectively.	1	2	3	4	5	6	7
10.	The church provides many forms of small groups and relationship opportunitie for people to participate.	es 1	2	3	4	5	6	7
11.	Our small groups are committed to supporting each other in reaching out to non-believers and welcoming new believers who are being coached by a trained disciple (preferably by a member of the small group).	1	2	3	4	5	6	7
12.	It is easy for newcomers to be integrated into a relational network.	1	2	3	4	5	6	7
13.	When new people come to church events, we welcome and engage them in a warm and friendly manner.	1	2	3	4	5	6	7
14.	Church members are good stewards of their resources.	1	2	3	4	5	6	7
15.	Members of the church serve as leaders in areas for which they are gifted.	1	2	3	4	5	6	7
16.	Our church's facilities are adequate for its activities.	1	2	3	4	5	6	7
Bo	oundaries							
1.	Our church's location can be reached easily.	1	2	3	4	5	6	7
2.	Our church understands how it is different from other congregations.	1	2	3	4	5	6	7
3.	We work enthusiastically to reach people.	1	2	3	4	5	6	7
4.	Our church clearly describes what it expects of members and participants.	1	2	3	4	5	6	7
5.	New attendees become actively involved in the life of the congregation.	1	2	3	4	5	6	7
6.	We have an effective follow-up ministry for new attendees	1	2	3	4	5	6	7
Le	adership							
1.	Our leaders regularly encounter God in life-changing ways.	1	2	3	4	5	6	7
2.	Our leaders display a spirit of humility and service.	1	2	3	4	5	6	7
3.	We cultivate a strong sense of unity in our church.	1	2	3	4	5	6	7
4.	We demonstrate Christian community in ways that contrast with the world around us.	1	2	3	4	5	6	7
5.	Our congregation deals with conflict effectively.	1	2	3	4	5	6	7

6.	Our leaders demonstrate readiness to make personal changes in their lives in light of God's vision.	1	2	3	4	5	6	7
7.	Our church is guided by a group of trusted leaders.	1	2	3	4	5	6	7
8.	We agree on how we are going to achieve God's vision for our church during the next few years.	1	2	3	4	5	6	7
9.	The church continually changes what it needs to change to be faithful and effective.	1	2	3	4	5	6	7
10.	Our short term plans are aligned with long-term goals.	1	2	3	4	5	6	7
11.	We habitually learn helpful new ways of thinking and acting.	1	2	3	4	5	6	7
12.	Our leaders are committed to setting an example for the congregation in personal character and passion for reaching the lost through personal witness.	1	2	3	4	5	6	7
Mi	ssion							
1.	Our church knows and affirms its biblical mission.	1	2	3	4	5	6	7
2.	Our congregation responds appropriately to changes in its community.	1	2	3	4	5	6	7
3.	Our church is aware of the needs of people we are called to reach and have ministries dedicated to helping those in need (food, clothing, education, counsel, etc.)	1	2	3	4	5	6	7
4.	The congregation understands the social changes in its community.	1	2	3	4	5	6	7
5.	Our ministries take into account the cultural changes affecting people's lives today.	1	2	3	4	5	6	7
6.	Our congregation cooperates with other Christian groups for joint celebrations and community outreaches.	1	2	3	4	5	6	7
7.	We are passionate and take personal responsibility to cultivate friendships and talk about their faith with those who don't know Jesus.	1	2	3	4	5	6	7
8.	We have a good reputation with our community because of our interaction with people in our community.	1	2	3	4	5	6	7
9.	We pray for the lost people in our personal world of relationships.	1	2	3	4	5	6	7
10.	Our small groups include sharing and prayer regarding witness relationships reported by members of the group.	1	2	3	4	5	6	7
<u>Vi</u>	sion							
1.	Our church clearly understands how God wants our congregation to be different three years from now.	1	2	3	4	5	6	7
2.	We share the same interpretation of God's vision for our church.	1	2	3	4	5	6	7
3.	Our congregation displays a strong sense of urgency about achieving God's vision for the church during the next few years.	1	2	3	4	5	6	7
4.	Most members believe that the best days of our church are in the future.	1	2	3	4	5	6	7
He	eritage							
1.	We celebrate the ways that God has blessed our church in the past.	1	2	3	4	5	6	7
2.	Our church has asked God to forgive it for specific acts of unfaithfulness in the past.	1	2	3	4	5	6	7

3.	Our congregation has healed from past conflict among the members.				4	5	6	7
4.	We affirm specific strengths that the congregation has displayed in the past.	1	2	3	4	5	6	7
5.	What we have learned from our history as a congregation has helped us become more effective.	1	2	3	4	5	6	7
6.	We have a good reputation with our community because of our interaction with it.	1	2	3	4	5	6	7
Fe	edback							
1.	The church regularly gathers information about our progress toward God's vision for it.	1	2	3	4	5	6	7
2.				3				

# **Background Information about Person Completing Congregational Evaluation**

What is the	name of the ch				
Gender?	Male	Female			
Age?	14-17	18-24	25-34	35-44	
	45-54	55-64	65-74	75+	
Ethnicity?	Anglo Hispa	nic Af	rican American	Asian	Other
Marital statu	s? Wie	dowed	Single, n	ever married	-
	Mar	ried	Separate	d or divorced	_
If you have o	children at hon	ne, how many are	in the following	g age groups?	
Less than 4	years	_ 5-12 years _		13-18 years	No children at home
What is you	ır highest level	of formal educat	ion?		
Less	s than high scł	lool		Some college	9
Som	ne high school			College degre	ee
High	n school gradu	ate		Graduate or p	professional degree
Trac	le or vocationa	al school		Postgraduate	work
Are you (che	eck the one tha	at best applies)?			
Reti	red			Employed pa	rt time
Full-	-time homema	ker		Employed full	l time
Stuc	dent			Unemployed	at this time
What is you	r "affiliation" wi	th this congregati	ion?		
First	t time or occas	ional visitor		Member, 3-5	years.
Reg	ular participan	t, not a member		Member, 6-10	0 years
	Gender? Age? Ethnicity? Marital statu If you have of Less than 4 What is you Less than 4 What is you Less than 4 Are you (che Reti Che Full- Stud What is you Stud	Gender? Male Age? 14-17 45-54 Ethnicity? Anglo Hispa Marital status? Wie Marital status? Wie Marital status? Wie Less than 4 years What is your highest level Less than high sch Some high school High school gradu Trade or vocationa Are you (check the one tha Retired Full-time homema Student What is your "affiliation" wi First time or occas	Gender?  Male  Female    Age?  14-17  18-24    45-54  55-64    Ethnicity?  Anglo Hispanic  Af    Marital status?  Widowed  Married    If you have children at home, how many are  Less than 4 years  5-12 years    What is your highest level of formal educate	Gender?  Male  Female    Age?  14-17  18-24  25-34    45-54  55-64  65-74    Ethnicity?  Anglo Hispanic  African American Am	Age?  14-17  18-24  25-34  35-44    45-54  55-64  65-74  75+    Ethnicity?  Anglo Hispanic  African American  Asian    Marital status?  Widowed  Single, never married

	Member, less than one year	Member, 11-20 years
	Member, 1-2 years	Member for more than 20 years
10.	Before attending this congregation, which option below	v best describes your church participation?
	Another church of this denomination	A church of a different denomination
	A non-denominational church	Visited various churches.
	Not active in church for quite some time	Never a member of a church before
11.	On the average, about how many times did you attend	I church during the past year?
	None	About once a month
	About once or twice a year	About two or three times a month
	About once or twice every other month	Four times a month or more
12.	About how many minutes does it take you to travel from	m home to church on Sunday morning?
	Less than 5 16-10 11-20	21-3031-45More than 4
13.	Describe any changes in your participation in this cong	gregation during the last few years.
	Significantly increased	Significantly decreased
	Increased	Decreased
	No change	
14.	In how many church organizations, committees, teams, congregational membership itself)?	s, or groups do you hold membership (not counting
	None One Two	_ Three Four or more

### **Scores and Graph for Congregational Evaluation**

	Total <u>Score</u>		Average <u>Score</u>
Ministry (M)		divided by 16 = _	
Boundaries (B)		divided by 7 = _	
Leadership (L)		divided by 12 = _	
Context & Mission (CM)		divided by 10 =	
Vision (V)		divided by 4 =	
Heritage (H)		divided by 6 = _	
Feedback (F)		divided by 2 = _	

Place a dot directly above each category on the line that represents the average score of that category. For example, if your average score is 4 in Ministry, place a dot on 4 in the Ministry column. A dot should be placed for each category.

