

# Church Assessment Training

Alliance Transitional Ministry Network

## **P**urpose

Church Assessment Training is intended to prepare qualified pastors and lay persons to participate in a local church assessment weekend. Mature believers who are sensitive to the Holy Spirit and gifted with discernment and other spiritual graces, may be equipped to provide insight into spiritual dynamics that cannot be quantified statistically or discovered through the use of other, impersonal means.

Personalized weekend assessments bring gospel-informed wisdom to the assessment process. Online assessment tools provide important statistical data, but they are not well-suited to identify hidden spiritual dynamics impacting congregational life. Surveys provide valuable information concerning structure, orientation toward mission, and other quantifiable measurements of congregational life and wellbeing. They seldom reveal sin or spiritual dysfunction. ATMN does recommend the use of online assessment tools. We do not believe they are sufficient substitutes for personal engagement and spiritual discernment.

## **T**he Assessment Team

Weekend assessments are exercises in spiritual discernment. There is no need for team members to be pastors or vocational ministers. Members of the assessment team do not need to be theologically trained, but their relationship with God is vitally important. They must be men and women of faith who reflect a deep walk with Christ, knowledge of Scripture and a love for the local church. Participants ought to be active members of an Alliance church. It is wise to include respected lay persons with proven leadership gifts.

The size of the assessment team depends upon several additional factors, including costs. A minimum of five members is recommended to assure balance and allow for the varying gifts team members bring to the process. However, the most significant factor to consider is the size of the congregation to be assessed. Church attendance and membership determines the number of interviews the team must conduct. Larger churches will require a larger team to complete interviews in a timely fashion.

- Look for potential team members who are well-respected in their local church, who are spiritually and emotionally mature, godly, insightful, discerning and who are team players.
- Balance the makeup of the assessment team. Include both laity and pastoral participants. Every team should also be comprised of both men and women. While it is important to recruit experienced believers, it is often beneficial to include young and old members alike. Ethnic diversity is also of value and strongly recommended for multi-cultural congregations.

- Team members must have flexible schedules that allow them to commit several days to the assessment process. (Normal assessments are scheduled Thursdays through Sunday.)
- Demographics, location and other factors unique to each district also play a role in your choice of assessment team members. Depending upon the district, travel and overnight lodging may be required.

The district superintendent should appoint a member of the assessment team to serve as the team leader. It does not need to be a pastor, but the team leader should be experienced in local church ministry. The man or woman chosen must reasonably articulate since they will be asked to present a verbal assessment to the congregation at the conclusion of the weekend. Another member of the team may be tasked with presenting a suitable message during the Sunday morning worship service.

## **T** raining Schedule

Assessment team training requires 9.5 hours. It is usually scheduled to begin on a Friday evening and continue through Saturday afternoon. A typical schedule is outlined below but, of course it can be adjusted as the circumstances warrant.

### **Friday: 6:30-8:30 pm**

6:30 – 7:00 pm	Welcome, introductions
7:00 – 8:00 pm	What are we trying to discover?
8:00 – 8:30 pm	Getting Ready

### **Saturday: 8:30 am – 5:00 pm**

8:30 – 8:45 am	Devotional
8:45 – 9:30 am	Process overview
9:30 – 10:00 am	Gathering information
10:00 – 10:15 am	Break
10:15 – 11:00 am	Evaluating testimony
11:00 – 12:00 pm	Practice session
12:00 – 1:00 pm	Lunch (On site)
1:00 – 2:00 pm	Leading Forums
2:00 – 3:00 pm	The Team Report
3:00 – 3:15 pm	Break
3:15 - 4:00 pm	Reporting to the church
4:00 – 4:30 pm	Dealing with abuse or discipline
4:30 – 5:00 pm	Wrap-up with prayer

## **L**ogistics

The district/church hosting a Church Assessment Training event will be asked to provide the following:

- A comfortably appointed room suitable for presentations and small group discussions. The size of the room required is dependent upon the number of participants. The room should be arranged to facilitate discussion.
- Digital projector and screen or a television with HDMI ports that can be connected to a laptop computer for PowerPoint presentations.
- Whiteboard or post-it easel pad and suitable markers
- Microphones and sound equipment as necessary (dependent upon the size of the room).
- Light refreshments for breaks. Coffee, tea, water soft drinks.
- Training Manual – A PDF document containing the Assessment Weekend Training Manual will be provided to the district in advance of the training event. A copy should be printed and provided to each participant at the beginning of the event.
- Name tags (for the convenience of the presenter)!

## **F**ees

Alliance Transitional Ministry Network (ATMN) does not receive funds from the Office of Church Advancement for assessment training, nor do members of ATMN receive financial support from The Alliance. For this reason, the guidelines for hosting include the following recommendations for honorariums and reimbursement of expenses. The details for each event may be worked out with the presenter the district chooses.

Honorarium                      \$1,000

Reimbursed expenses include: (as necessary)

- Air fare
- Ground travel
- Lodging
- Meals

**For more information, including the names of possible ATMN presenters, contact the Office of Church Advance or send an email directly to Rev. Daniel R. Wetzel at [wetzeld@cmalliance.org](mailto:wetzeld@cmalliance.org). Or email [transitionalministry@cmalliance.org](mailto:transitionalministry@cmalliance.org).**