

CONGREGATIONAL SELF STUDY

Date prepared: _____

I. For the Record

Name and Location of Congregation: _____

E-mail Address: _____

Website: _____

Social Media Address: _____

Circuit Visitor: _____

Address: _____

Phone: _____

E-mail Address: _____

Social Media Address: _____

Vacancy Pastor: _____

Address: _____

Phone: _____

E-mail Address: _____

Social Media Address: _____

Date when pastoral vacancy began: _____

Who is the "official contact person" in the congregation?

Name: _____

Address: _____

Phone: _____

E-mail Address: _____

Social Media Address: _____

II. Statistical Information

	<u>Present</u>	<u>3 years ago</u>	<u>10 years ago</u>
Communicant membership:	_____	_____	_____
Baptized membership:	_____	_____	_____
Average worship service attendance:	_____	_____	_____
Sunday School enrollment:	_____	_____	_____
Average Sunday School attendance:	_____	_____	_____
Bible classes (combined average weekly attendance)			
Adult Bible classes:	_____	_____	_____
Youth Bible classes:	_____	_____	_____
Total congregational budget:	_____	_____	_____
Synod/District mission offerings:	_____	_____	_____
Average per communicant giving for all purposes:	_____	_____	_____
Designated mission giving	_____	_____	_____
Age profile of the membership	_____	_____	_____

III. General Information

How long did the previous pastor serve? _____

Average length of ministry of the last 3 pastors? _____

Ministry Staffing

- ___ Sole Pastor
- ___ Senior Pastor
- ___ Associate pastor(s)
- ___ Assistant pastor(s)
- ___ Deaconess(es)
- ___ Director(s) of Christian Education
- ___ Director(s) of Christian Outreach

- ___ Director(s) of Parish Music
- ___ Family life Minister(s)
- ___ Business Manager
- ___ School Principal
- ___ School Faculty Members
- ___ Preschool Director
- ___ Preschool Teacher(s)
- ___ Day Care Director
- ___ Day Care Staff Member(s)
- ___ Custodial Staff Member(s)

Describe other ministry staff _____

Church support staff _____

School support staff _____

Other support staff _____

Community Description

Would you describe your community as:

___ growing; ___ declining; ___ stable; ___ changing

If changing, describe the change(s)

The people of our community can be best described as (check all that apply, * the largest)

- ___ Retirees
- ___ Empty nesters
- ___ Families with school age children
- ___ Families with very young children
- ___ Single parent families
- ___ Single adults

Describe ethnic groups in your community/rural area

Describe socio-economic groups in your community/rural area

Does the membership of your congregation reflect the ethnic and socio-economic groups of your community/rural area?

What are the major occupations of your membership?

Have you conducted an LCEF demographic study in the last three years and had it interpreted?

IV. Christian Education

Vacation Bible School

Do you conduct a Vacation Bible School? _____ Most recent enrollment _____

Members? _____ Other Christians? _____ No Church Affiliation? _____

Follow up process for evangelism prospects? _____

Pastoral role in VBS? _____

Sunday School

Are special qualifications or training sessions required for Sunday School teachers? _____

Pastoral role with Sunday School? _____

Preschool

Do you offer a Preschool? _____ Most recent enrollment? _____

Members? _____ Other Christians? _____ No Church Affiliation? _____

Follow up process for evangelism prospects? _____

Pastoral role in Preschool? _____

Daycare

Do you offer a Daycare? _____ Most recent enrollment? _____

Members? _____ Other Christians? _____ No Church Affiliation? _____

Follow up process for evangelism prospects? _____

Pastoral role in Daycare? _____

Lutheran School

Do you operate a Lutheran School? _____ Most recent enrollment? _____

Members? _____ Other Christians? _____ No Church Affiliation? _____

Follow up process for evangelism prospects? _____

Pastoral role in the Lutheran School? _____

Bible Studies

Besides the pastor, are others involved in teaching adult Bible classes? _____

If so, are special qualifications or training sessions required? _____

How many Bible studies? _____

Participation numbers in Bible study? _____

Pastoral role with Bible studies? _____

How are elders regularly involved in Bible study? _____

V. Worship Practices

Hymnals used by the congregation? _____

Other worship services _____

Other instrumentation utilized in worship _____

Organ? _____

Praise band ensembles? _____

Pastoral role expected in praise band? _____

Projection screens for worship? _____

Is the pastor expected to chant? _____

Are children's sermons regularly offered? _____ By Pastor? _____ By others? _____

Expected pastoral role in preparing worship? _____

VI. Outreach

Does the congregation have a regular outreach program? _____

If so, how many members are involved? _____

Is a particular outreach "method" used? _____

If yes, describe it here: _____

If not, do you feel a regular evangelism program is needed or desired? _____

Why or why not? _____

Pastoral role in outreach? _____

Community Engagement

What are the pressing needs of your community or communities? _____

With what community groups is the congregation involved? _____

Community service projects? _____

Expected pastoral role(s) in community? _____

VII. Congregational Growth or Decline

How many people were brought into the congregation during the past year? _____

By adult confirmation or baptism? _____ By profession of faith? _____ By transfer? _____

How many people were removed from the congregation during the past year? _____

By removal? _____ By transfer? _____ By death? _____

Your average worship church attendance is _____% of your total baptized membership.

What percentage of the membership communed at least once during the past year? _____%

VIII. Christian Stewardship

What type of Stewardship education/ program do you use?

- _____ Every Member Visit
- _____ Cottage (group) meetings
- _____ Personal interviews
- _____ Commitments made during the church service
- _____ A variety of programs
- _____ No specific program

Expected pastoral role in stewardship _____

What percent of your members make a regular financial pledge? _____%

Do offerings for District/Synod work come from:

- _____ A regular percent of total offerings
- _____ A fixed budget amount
- _____ Separate mission offering envelopes
- _____ Mission festival or other special mission Sundays

Other offerings for work at large? _____

List local community missions

List adopted missionaries

List international mission projects

Mission trips?

Expected pastoral role with missions?

IX. Youth Ministry

Do you have a youth ministry? _____

If so, how many youth are involved (average)? _____

Middle school youth? _____

High school youth? _____

What percent of eligible youth is this? _____%

Is Bible study a regular part of the youth ministry? _____

Expected pastoral role in youth ministry?

X. Congregational Governance

What kind of administrative structure do you use?

Voters' assembly and boards? _____

Policy-based governance? _____

Other (Describe)? _____

Do female members of the congregation vote? _____

Which, if any, offices or committee memberships can be held by women?

How does your congregation evaluate its ministry?

How often? _____

How does your congregation evaluate the staff's performance?

How often? _____

Which of the following best describes the approach your congregation takes toward leadership, planning, and oversight of the congregational ministry? (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> constitution-driven | <input type="checkbox"/> policy-driven | <input type="checkbox"/> board-driven |
| <input type="checkbox"/> staff-driven | <input type="checkbox"/> pastor-driven | <input type="checkbox"/> consensus/ collaborative |
| <input type="checkbox"/> leadership developed strategic plan | <input type="checkbox"/> influential family (ies) | |

XI. If Congregation is Part of a Multiple-Congregation Parish

How long have you been in a multiple parish arrangement? _____

Do you have a written multi-congregation parish agreement? _____

How many miles between the congregations? _____

What parish activities are conducted on a joint basis?

What more could be done jointly? _____

In what areas? _____

Is there an inter-parish council or committee that meets regularly? _____

Any particular problems in the multiple parish arrangement? _____

On what basis are pastoral compensation, benefits, housing and other financial matters determined?
(By percentage, dollar amount, or other?) _____

XII. Pastor's Compensation

Do you conduct an annual evaluation of the pastor's ministry? _____

Do you follow the salary guidelines provided by the District? _____

Is your pastor's salary _____ above; _____ below; or _____ equal to the guidelines figure?

Is the pastor's salary regularly reviewed? _____ By whom? _____

Amount of car allowance: _____

Do you furnish:	Parsonage	_____	
	Utilities	_____	
	Housing allowance	_____	(amount? _____)
	Housing equity allowance	_____	(amount? _____)
	The Church's Plan	_____	
	Concordia Health Plan	_____	
	Disability and Survivor Plan	_____	
	Retirement and Survivor Plan	_____	
	Allowance for Cont. Ed.	_____	(amount? _____)
	Pastoral conference expenses	_____	

If a parsonage is furnished:

How many bedrooms? _____

What size family can the parsonage comfortably accommodate? _____

Are any appliances furnished? _____

What are the arrangements for day(s) off and vacation? _____

Is the study/office provided in the church or in the parsonage? _____

Do you conduct a regular inspection of the parsonage? _____

Do you permit pets in the parsonage? _____

XIII. Congregational Goals

How would you summarize the purpose for which your congregation exists?

What opportunities is God opening for the congregation to explore?

List at least 3 areas in which you feel the congregation is strong (things the congregation does well by God's blessing).

Are there any new things God wants your congregation to be doing which it is not doing now?

What things the congregation is now doing do you believe God is calling to be done better?

What are two things that you believe your congregation needs more than anything else right now, to be most effective?

XIV. Pastoral Expectations

We recognize that the following may be very difficult to do, but we hope it will be helpful to you. Please try to rank the following pastoral functions, traits, and abilities according to what you feel is the order of importance for your parish. A list of explanations for each category is appended to assist you. Please rate each item with a number from 1 to 10, with a 1 rating meaning "of no importance," and a 10 rating meaning of utmost importance.

- | | |
|--|--|
| <input type="checkbox"/> Tact | <input type="checkbox"/> Singles ministry |
| <input type="checkbox"/> Patience | <input type="checkbox"/> Older adult ministry |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Family ministry |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Ministry to inactives |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Small group ministries |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Assimilation of new members |
| <input type="checkbox"/> Innovation | <input type="checkbox"/> Lay leadership development |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Personal witnessing |
| <input type="checkbox"/> People Skills | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Community involvement | <input type="checkbox"/> Preaching content |
| <input type="checkbox"/> Personal grooming | <input type="checkbox"/> Preaching delivery |
| <input type="checkbox"/> Participation in continuing ed. | <input type="checkbox"/> Teaching ability |
| <input type="checkbox"/> Conference participation | <input type="checkbox"/> Worship |
| <input type="checkbox"/> Use of computer | <input type="checkbox"/> Stewardship |
| <input type="checkbox"/> Use of social media | <input type="checkbox"/> Sick & shut-in visitation |
| <input type="checkbox"/> Children's ministry | <input type="checkbox"/> Outreach visitation |

____ Youth ministry
____ Singles' ministry

____ Home visitation

What do you believe are the most important personal qualities for a pastor to have?

What things do you think are most necessary for maintaining good relationships between pastor and people?

Do you believe that the congregation is sensitive to the pastor's need for "private time?" (For prayer, study, family, recreation.)

RATING CATEGORIES FOR THE PASTOR

TACT: Speaks and acts in a manner to maintain good relations with people, and works at not intentionally giving offense. Works to deepen good relations with all people, and loves people as redeemed souls in the blood of Jesus Christ. Is careful and sensitive in regard to what he says and does in order not to impede the proclamation of the true word of God.

PATIENCE: Bears the burdens of the ministry without complaining, gives people the benefit of the doubt and is a good model of putting the best construction on what people say and do. Is not hasty or impetuous in his actions and decisions. Exhibits the Scriptural virtue of “longsuffering.”

COOPERATION: Cooperates with the people as the Priesthood of Believers, seeks to work in concert with the leaders of the congregation. Is a team player, and makes a conscious effort to maintain a good working relationship with all the people of the parish, being particularly sensitive to local traditions, practices and concerns.

INITIATIVE: Works at being a good leader, is a self-starter and energetic and faithful in his work. Can be depended on to do his work well and without constant supervision.

ADMINISTRATION: Exhibits good leadership and management skills. Works well with boards and committees of the congregation so that the work of the church is faithfully carried out in an efficient, orderly, evangelical, and doctrinally sound way. Works at equipping people in the parish for their tasks and takes the time to properly inform and train them for their duties. Evangelically calls people responsible for various tasks to be accountable for those tasks. Maintains parish records in a responsible manner, and completes reports in good order and in a timely fashion. Supervises staff in an efficient, caring, and responsible manner.

LEADERSHIP: Keeps before the people of the congregation a vision of where they are to be going and what they are to be doing. Has a good understanding of the mission of the church and the priorities necessary to accomplish that mission. Encourages the support and participation of the people in the work to be done without being dictatorial.

INNOVATION: Being faithful to the Scripture, he brings ideas and advice to matters which the congregation is addressing, or needs to address. Will examine or try new ideas, methods or devices.

CREATIVITY: Is imaginative, and able to affect a course of action or behavior with new techniques or approaches.

PEOPLE SKILLS: Successfully works hard at getting along with all people, has a pleasing personality, and is sensitive, pleasant, and empathetic. Is well regarded by his people and peers.

COMMUNITY INVOLVEMENT: Is engaged with the community in ways that he is able to help and assist, and is visible and known in and by the community. Is sensitive and responsive to the needs of those outside the congregation.

PERSONAL GROOMING: Is clean and well appearing and dresses in a way that does not offend nor draw undue attention to himself. His appearance is consistent with his position, and does not reflect poorly on his congregation.

PARTICIPATION IN CONTINUING EDUCATION: Is willing to continue studying and learning in order to remain well informed and well trained in his Calling.

CONFERENCE PARTICIPATION: Is faithful in attending pastor's conferences, and takes an active role in such conferences, convocations, and the like.

USE OF COMPUTER: Is familiar with computers and is able to use them competently and appropriately in his pastoral ministry and in service to his congregation.

USE OF SOCIAL MEDIA: Is familiar with various social media venues and is able to utilize them appropriately for his pastoral ministry and in service of the congregation.

CHILDREN'S MINISTRY: Relates well to children, and communicates successfully with them. Has a high regard for the Sunday School, Vacation Bible School, and other children's ministries in the congregation.

YOUTH MINISTRY: Has an interest in and skill for working with young people. Understands that young people are also the church and works to equip them with God's word, saving faith, and the ability to live the Christian life. Is patient with youth, and understands the special challenges that they face.

YOUNG ADULT MINISTRY: Works well with this age group (18 – 30), and is sensitive to their special perspective on things and the needs in their lives.

SINGLES MINISTRY: Is comfortable and able to work with single adults and is sensitive to their special challenges and circumstances in the world. He understands that they do not at times fit into social structure that caters to couples and families.

OLDER ADULT MINISTRY: Has an interest in and skill for working with older adults. Is sensitive to their needs, willing to listen to their concerns, and gentle and patient with them in their weaknesses. Is faithful and conscientious in providing Word and Sacrament ministry to the shut-ins.

FAMILY MINISTRY: Is sensitive to the needs of families, is helpful in bringing Biblical truth to bear on such issues as parenting, discipline in the family, and special issues arising in single parent families.

MINISTRY TO INACTIVES: Is concerned about members who are not active in the parish, visits in their homes, and works at bringing the back into the active life and service of the congregation.

SMALL GROUP MINISTRIES: Works well with small groups, such as Bible study groups, peer groups, special interest groups, and the like. He understands small group dynamics, and can identify and train small group leaders.

ASSIMILATION OF NEW MEMBERS: Is good at nurturing new members and helping them feel at home in the congregation. He assists the new members in becoming active and contributing members of the parish. He is sensitive to the special needs of people who are new to a congregation.

LAY LEADERSHIP DEVELOPMENT: Is capable to identifying people with good leadership qualities and then training and encouraging these people to assume leadership roles in the parish. Works at equipping people to carry out duties and responsibilities in the congregation.

PERSONAL WITNESSING: Has a genuine concern for the lost, and conveys that concern to the people of the parish. Makes evangelism calls and encourages and trains the congregation to do the same. Maintains his personal life so that he is an example of good witness to the Gospel of Jesus Christ.

COUNSELING: Open and assessable as a pastoral counselor to God's people with God's word, but clearly understands his limits in terms of needs outside of the spiritual realm. Knows when he can help, and when he should refer to others. Carefully keeps all information in regard to counseling confidential. Is a good listener, is not judgmental, and uses God's word appropriately.

PREACHING CONTENT: Understands that preaching is more than a presentation of Biblical narrative and Confessional soundness, but must communicate and proclaim Law and Gospel. Knows that preaching which edifies is presenting Law and Gospel in such a way that even a child can understand it. Makes the Gospel prominent in preaching, but preaches the whole word of God with faithfulness. Makes clear application of the word of God to lives of the people of the congregation. Is faithful to the Scripture and Confessions in his sermons.

PREACHING DELIVERY: Preaches in a manner that makes the sermon interesting and understandable. Preaches with confidence and with a passion for the word of God and for the people that God has placed in his care. Preaches in an engaging manner using good communication skills, and makes good use of illustrations.

TEACHING ABILITY: Understands that teaching is more than lecturing, and uses methods appropriate to his hearers, whether children or adults. Works to present material so that people grow in knowledge, attitude, and skill in regard to the Christian faith and life. Works to train teachers in the parish so that others in Sunday School classes or Bible classes may assist him in his work of teaching God's word in the congregation.

WORSHIP: Understands nature of worship and leads the congregation in worship on a regular basis, and in appropriate manner and form. Carefully prepares for each worship service, and leads the congregation in understanding that in true Christian worship, that God is present in His Word and Sacraments and through these means of grace is delivering to His people the gifts that He has for them in Jesus Christ. He teaches and encourages the people to attend the worship services in God's House faithfully, and works hard to make each service spiritually rich and nourishing.

STEWARDSHIP: Teaches God's people the Biblical principles of Christian stewardship, and models that in his own life. Works to help the people understand and practice what it means to be a disciple of Jesus Christ.

VISITING: Understands that personal contact with members of the congregation and prospective members is very important. Makes visits to the homes of the people of the congregation, and also maintains a posture of availability to members who want to come and visit with him. Reaches out to people and is assessable to all, and is sensitive to the needs of the sick and shut-in. Gives high priority to individual soul care.