



# Assessment—Shared Ministry Processes of Congregation

In order to help identify areas of strength as well as issues of concern in volunteer ministry in our faith community, please fill out this assessment form. Circle the response that best measures your opinion about these issues.

### RESPONSE SCALE

- NA - not applicable
- ? - don't know
- 1 - not at all
- 2 - not very well
- 3 - somewhat
- 4 - fairly well
- 5 - very well

### CHECK ONE

- I am answering with regard to the overall volunteer ministry of the faith community.
- I am answering with regard to a specific area of the faith community's ministry.

\_\_\_\_\_ (please name area of ministry)

## 1. MISSION AND THEOLOGICAL REFLECTION

	NOT AT ALL						VERY WELL
A. Our members understand that in baptism we celebrate the call each of us has to share in ministry.	NA	?	1	2	3	4	5
B. The mission statement of our faith community is regularly referred to as a guide for planning by the community's committees or groups and for involving volunteers in ministry.	NA	?	1	2	3	4	5
C. A theology of shared ministry is clearly articulated in our faith community and gives direction to our volunteer ministry efforts.	NA	?	1	2	3	4	5
D. Members understand how their involvement contributes toward carrying out the mission of our faith community and of the larger church.	NA	?	1	2	3	4	5
E. Volunteers are participating in the internal ministries of the congregation, for example worship, education, youth, and pastoral care.	NA	?	1	2	3	4	5
F. Volunteers are participating in outreach and social justice ministries, both within and beyond the congregation.	NA	?	1	2	3	4	5

## 2. DESIGNING MINISTRIES

	NOT AT ALL						VERY WELL
A. We have developed and regularly use written position descriptions for volunteer ministry positions.	NA	?	1	2	3	4	5
B. Position descriptions include information on responsibilities, qualifications, time required, length of commitment, and name of supervisor.	NA	?	1	2	3	4	5
C. We have considered changing needs in ministry and lifestyle trends when designing volunteer ministry positions.	NA	?	1	2	3	4	5
D. We are inclusive and have designed a large range of ministry opportunities that will appeal to volunteers of different ages, with different interests, gifts, available time and energy, and levels of confidence.	NA	?	1	2	3	4	5



### 3. DISCOVERING GIFTS

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. We recognize and affirm the value of our members' gifts for ministry.	NA ?	1	2	3	4	5
B. We have organized ways (for example, classes, retreats, interviews, gift inventories, and so forth) to help members of all ages discover their gifts.	NA ?	1	2	3	4	5
C. Our congregation regularly communicates through educational events, worship and promotional materials, a strong vision of discovery, stewardship, and sharing of gifts in ministry.	NA ?	1	2	3	4	5

### 4. RECRUITING

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. We are inclusive and outgoing in our recruitment, rather than relying on the "faithful few."	NA ?	1	2	3	4	5
B. We have identified the most responsible and enthusiastic recruiters to recruit others.	NA ?	1	2	3	4	5
C. We use creative and positive methods to communicate opportunities for ministry as part of an overall plan.	NA ?	1	2	3	4	5
D. Position descriptions are made available to people during the recruitment process and before they agree to serve.	NA ?	1	2	3	4	5
E. Recruitment is coordinated among various committees and groups so that volunteer ministers are in the best place and are not overused.	NA ?	1	2	3	4	5
F. We respect volunteer ministers' right to say no, and we avoid arm twisting or making them feel guilty.	NA ?	1	2	3	4	5
G. We communicate to potential volunteers during recruitment how the position relates to the ministry goals of the church or program.	NA ?	1	2	3	4	5
H. We communicate to potential volunteer ministers during recruitment why we are inviting them and what they might gain through serving in this ministry position.	NA ?	1	2	3	4	5

### 5. MATCHING AND INTERVIEWING

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. Both the congregation's needs and the volunteer minister's own gifts and needs are considered in the matching process.	NA ?	1	2	3	4	5
B. Volunteers who will work with children, teens, or vulnerable adults are interviewed, screened, and trained before they begin their ministry.	NA ?	1	2	3	4	5
C. Other volunteers who indicate interest in ministry positions verbally or on sign-up forms are contacted and placed in a timely fashion.	NA ?	1	2	3	4	5

### 6. TRAINING

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. Our committee and ministry program leaders have orientation or training sessions to prepare them for their ministries.	NA ?	1	2	3	4	5
B. All volunteer ministers receive appropriate orientation or training for their tasks so that they can minister effectively and with confidence.	NA ?	1	2	3	4	5
C. Our staff and lay leaders are trained to work with volunteer ministers.	NA ?	1	2	3	4	5
D. Our volunteer ministers have the resources and information they need to do their ministries.	NA ?	1	2	3	4	5
E. We have a process for people who are leaving a position to pass on helpful information to those who coordinate the position and to those who follow them in the position.	NA ?	1	2	3	4	5



7. SUPPORTING

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. All volunteer ministers know someone is available to assist and encourage them.	NA	?	1	2	3	4 5
B. Volunteers are viewed by staff and lay leaders and by themselves as important members of the ministry team.	NA	?	1	2	3	4 5
C. Volunteer ministers are regularly affirmed and thanked for their efforts and accomplishments.	NA	?	1	2	3	4 5
D. Formal recognition activities or events are planned for volunteer ministers.	NA	?	1	2	3	4 5
E. We recognize and support the ministry that members do in their families, workplaces, and communities.	NA	?	1	2	3	4 5
F. The congregation consults its volunteer ministers for their ideas and suggestions.	NA	?	1	2	3	4 5
G. Special effort is made to see that volunteer ministers are not taken for granted and that they do not become burned out.	NA	?	1	2	3	4 5

8. SUPERVISING

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. We know who supervises each volunteer ministry position.	NA	?	1	2	3	4 5
B. Supervisors of volunteer ministers understand their role and responsibilities as supervisors.	NA	?	1	2	3	4 5
C. Supervisors have ongoing communication with volunteer ministers, discussing their work, giving support and encouragement, strengthening weaknesses, and affording opportunities for suggestions from both parties.	NA	?	1	2	3	4 5
D. Appropriate confidentiality is maintained in both one-to-one and peer supervisory relationships.	NA	?	1	2	3	4 5

9. EVALUATING

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. Evaluation is seen by groups and committees and by individual volunteer ministers as a way to improve and work for excellence rather than as criticism.	NA	?	1	2	3	4 5
B. Committees and ministry programs evaluate their ministries and goal accomplishments at least annually, and volunteer ministers are involved as part of this evaluation process.	NA	?	1	2	3	4 5
C. Accomplishments are celebrated, and areas of concern needing attention or corrective action are addressed.	NA	?	1	2	3	4 5

10. MANAGING DATA

	<u>NOT AT ALL</u>					<u>VERY WELL</u>
A. We have an effective system for tracking potential volunteer ministers and their gifts.	NA	?	1	2	3	4 5
B. We know who our volunteer ministers are and where and how they serve, and we have ready access to this information.	NA	?	1	2	3	4 5
C. Appropriate confidentiality is maintained by all involved persons regarding data about volunteer ministers.	NA	?	1	2	3	4 5
D. There is an effective communication system among program volunteers, lay leaders, and staff regarding volunteer ministry.	NA	?	1	2	3	4 5



### PROCESSES NEEDING ATTENTION

Please check the three processes of shared ministry listed below that you believe need the most attention as your congregation or group plans for the future of its volunteer ministries.

- Mission and theological reflection
- Designing ministries
- Discovering gifts
- Recruiting
- Matching and interviewing
- Training
- Supporting
- Supervising
- Evaluating
- Managing data

**I feel best about the following aspects of our congregation's or group's current volunteer ministry efforts:** *(responses may or may not refer to items in the survey)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**I am most concerned about the following aspects of our congregation's or group's volunteer ministry efforts:** *(responses may or may not refer to items in the survey)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_