Parish

Self-Assessment

Booklet

Church Location Advisory Committee

Diocese of Huron

**Why a self-assessment?**

The Director for Mission and Ministry and the Church Location Advisory Committee recognize that parishes face many challenges today. The challenges are of many kinds and parish leadership can’t always think of everything. The idea of self-assessment is that clergy, wardens, a parish council, or any small group that a parish designates (different people may be best for filling out different sections), can dedicate a short time to producing a snapshot of parish health in a variety of areas.

This self-assessment booklet helps you to think about both the viability and the vitality of your parish. Viability refers to the capacity of a church to stay open. This hinges upon the ability of the congregation(s) to find the money to: pay bills (including apportionment), find the necessary volunteers and leaders, and maintain facilities. Vitality is about the church’s capacity to fulfill its mission. This is evident in the congregation(s)’s work in: worship, understanding faith in the Christ, sharing faith, and inviting people to faith. Some degree of viability is necessary to make vitality possible, but being viable does not make a parish vital.

Parishes are encouraged to undertake this annually, perhaps at the end of the parish year as a way of preparing for Annual Vestry. You may wish to circulate the information at Vestry, so that members understand the parish situation – its successes, challenges, and possibilities.

Results are for parish use. If you would like help at interpreting your results, contact the Director for Mission and Ministry, who will either assist you or find the appropriate resource person.

There are numerous other assessment tools available. If you are interested in asking deeper questions about parish vitality, contact the Congregational Coaches. They can help you to work through a process such as Natural Church Development.

 This booklet is freely available in the Diocese of Huron. You may produce as many copies as you like.

The Ven. Dr. Bill Harrison

Director for Mission and Ministry

**Mission**

Evangelism

Evangelism consists of activities in which the church community explicitly speaks its faith commitment and invites others into life in Christ. Evangelism helps the church to grow and be changed, in addition to transforming others and the world. Fundraising and social activities are not evangelism and neither are outreach activities such as a food bank or lunch programme (these will appear in other parts of the self-assessment).

1. What evangelism activities does your congregation undertake?
2. Is evangelism a high/medium/low priority for your congregation?
3. How comfortable are the members of your congregation with speaking their faith to others?
4. \_\_\_\_\_ very comfortable
5. \_\_\_\_\_ somewhat comfortable
6. \_\_\_\_\_ uncomfortable, but open to it
7. \_\_\_\_\_ very uncomfortable
8. \_\_\_\_\_ opposed
9. Does your congregation routinely discuss the need for evangelism? Yes/No
10. Does your congregation have an evangelism plan? Yes/No
11. To whom are you speaking the Good News directly and explicitly? Are there specific people, or is there a specific group, whom you are trying to reach?
12. Are your congregation’s outreach efforts linked to evangelism? If so, how?
13. Are there any systems in place for measuring the effectiveness of your congregation’s communication?
14. By your congregation’s own measures, how effective is your congregation at sharing Christian faith?
15. \_\_\_\_\_ Very Effective
16. \_\_\_\_\_ Somewhat Effective
17. \_\_\_\_\_ Needs Work
18. Is your congregation interested in learning more about effective evangelism?

Discipleship Formation

Discipleship formation consists of activities that form people as followers of Jesus the Christ. Discipling includes training in such things as: knowledge of Christianity (Scripture, doctrine, history, etc.); prayer; communicating faith; leadership; and outreach.

1. What discipleship formation activities does your congregation undertake?
2. Does your congregation use a discipling programme, such as Education for Ministry? If so, which one(s)?
3. Is discipleship formation a high/medium/low priority for your congregation?
4. What aspects of discipleship formation does your congregation emphasize? Assign numbers from highest (1) to lowest (5). Assign tie scores, if the apply, or enter N/A if your congregation is not at all involved in training for a particular area.
5. \_\_\_\_\_ knowledge of Christianity
6. \_\_\_\_\_ prayer
7. \_\_\_\_\_ communicating faith
8. \_\_\_\_\_ leadership
9. \_\_\_\_\_ outreach
10. Does your congregation use small groups or a cell-group structure for discipling? If so, briefly describe the group arrangements.
11. What does your congregation do for baptismal formation?
12. What does your congregation do for confirmation formation?
13. By your congregation’s own measures, how effective is your congregation at discipleship formation?
14. \_\_\_\_\_ Very Effective
15. \_\_\_\_\_ Somewhat Effective
16. \_\_\_\_\_ Needs Work
17. Is your congregation interested in learning more about discipleship formation?

Outreach

Outreach consists of activities in which the church community gives of itself, its life and resources, to the larger community. Outreach work displays Christian commitment in the work of caring for those in need.

1. What outreach activities does your congregation undertake?
2. Is outreach a high/medium/low priority for your congregation?
3. Does your congregation have an outreach plan (even an informal one) based on assessment of community needs? Yes/No
4. If your congregation does not have a plan, does it have any ideas for future outreach work? Yes/No. If yes, then what are the ideas?
5. Are there any systems in place for measuring the effectiveness of your outreach programmes?
6. What sorts of challenges do your congregation’s outreach programmes answer? (e.g. local poverty, international violence, local environment)
7. By your own measures, how effective is your congregation at outreach?
8. Is your congregation interested in learning more about outreach opportunities?

**Ministry**

1. Can officers be consistently found for the congregation? Yes/No
2. Does your congregation have a lay pastoral care team? Yes/No If so, how active is it?
3. How many of the following does your congregation have?

\_\_\_\_\_\_\_\_ Licensed Lay Readers

\_\_\_\_\_\_\_\_ Deacons

\_\_\_\_\_\_\_\_ Priest for Specialized Ministry programme participants

\_\_\_\_\_\_\_\_ Non-stipendiary and Honorary Assistant priests

1. Has the congregation worked with a Congregational Coach or the Director for Mission and Ministry within the last five years? If so, what was the outcome?
2. Does your congregation partner with any other congregations? Might the congregation be wise to consider more/closer partnering?

**Parish Characteristics**

1. What is your average Sunday attendance? (From Diocesan statistics sheet): \_\_\_\_\_\_\_\_\_
2. How does this compare with:
3. Last year? Same \_\_\_\_\_\_\_\_ Increase % \_\_\_\_\_\_\_\_ Decrease % \_\_\_\_\_\_\_\_
4. 10 years ago? Same \_\_\_\_\_\_\_\_ Increase % \_\_\_\_\_\_\_\_ Decrease % \_\_\_\_\_\_\_\_
5. How many people are in your catchment area? (The area from which you draw the largest part of your attendance.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Most places in Huron, this number needs to be 30,000 or greater to sustain one Anglican church building, full-time priest, and basic programmes.)

1. What percentage (roughly) of your attendees come because of:
2. \_\_\_\_\_\_\_\_ your location (including traditional associations with the place)
3. \_\_\_\_\_\_\_\_ family
4. \_\_\_\_\_\_\_\_ programmes or activities
5. \_\_\_\_\_\_\_\_ worship style
6. From question 4, a predominance of (a) and (b) makes for a *neighbourhood* church. A predominance of (c) and (d) makes for a *destination* church. A neighbourhood church emphasizes personal relationships and connections with the immediate community; its location is decisive. A destination church emphasizes the characteristics that make it different from other churches, including other Anglican churches, so that its location is less important.

Does your church planning match your type of church?

1. What percentage of your parishioners are in the following age ranges?
2. 80+ \_\_\_\_\_\_\_\_
3. 70-79 \_\_\_\_\_\_\_\_
4. 60-69 \_\_\_\_\_\_\_\_
5. 50-59 \_\_\_\_\_\_\_\_
6. 40-49 \_\_\_\_\_\_\_\_
7. 30-39 \_\_\_\_\_\_\_\_
8. 20-29 \_\_\_\_\_\_\_\_
9. 10-19 \_\_\_\_\_\_\_\_
10. Birth-9 \_\_\_\_\_\_\_\_
11. What percentage of total financial givings come from the following age ranges?
12. 80+ \_\_\_\_\_\_\_\_
13. 70-79 \_\_\_\_\_\_\_\_
14. 60-69 \_\_\_\_\_\_\_\_
15. 50-59 \_\_\_\_\_\_\_\_
16. 40-49 \_\_\_\_\_\_\_\_
17. 30-39 \_\_\_\_\_\_\_\_
18. Birth-29 \_\_\_\_\_\_\_\_

**Finances**

1. Does your parish have regular conversations about the parish’s financial circumstances? Yes/No
2. Does your parish have regular conversations about givings? Yes/No
3. Are you able to pay all of your bills, including 100% of apportionment, without taking capital from investments? Yes/No
4. Have you taken money from the capital of your investment funds this year? Yes/No.

If yes, what percentage of the capital in your investment funds did you remove? \_\_\_\_\_\_\_\_%

1. What percentage of parish expenses is paid from fundraising? \_\_\_\_\_\_\_\_%

(More than 10% or your total parish budget puts your parish at risk, should the activity be unsuccessful or unsustainable for any reason.)

1. What percentage of parish expenses is paid from interest on investments? \_\_\_\_\_\_\_\_%
2. How many parishioners each donate more than 10% of your operating budget? \_\_\_\_\_\_\_\_

**PROPERTY CONDITION MATRIX**

**SITE**

**NAME OF PARISH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STREET ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a survey of the property? | ( ) yes | ( ) no |  |  |  |
|  | If yes please include a copy | If no would you provide a sketch with approximate dimensions |  |  |  |
| Do you have a septic bed or are you connected to municipal services? | ( ) septic bed | ( ) municipal services |  |  |  |
| If you have a tile bed when was the last time it was looked at? | ( ) within the last 5 years | ( ) 5 – 20 years | ( ) longer | ( ) do not know |  |
| If you have a well when was the last time it was reviewed or updated? | ( ) within the last 5 years | ( ) 5 – 20 years | ( ) longer | ( ) do not know |  |
| Is there a cemetery on the property? | ( ) yes | ( ) no |  |  |  |
| Does the parish have a separate cemetery elsewhere? | ( ) yes | ( ) no |  |  |  |
| Do you have a propane or oil tank on site? | ( ) yes | ( ) no |  |  |  |
| If you have an oil tank where is it located? | ( ) underground | ( ) inside the building | ( ) do not know |  |  |
| How many parking spaces do you have on the property? | ( ) spaces on pavement | ( ) spaces on gravel |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**BUILDINGS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which of the following buildings does the parish have? | ( ) church | ( ) separate parish hall | ( ) rectory | ( ) the # of other buildings | PLEASE complete a separate check list for each building |
| Approximate age of oldest part of the building? | ( ) |  |  |  |  |
| Approximate size of the main floor? | ( ) sq feet | OR ( ) square metres |  |  |  |
| Number of storeys (including basement level) for each building? | ( ) sq feet | OR ( ) square metres |  |  |  |
| Size of the entire building including useable basement, upper floors and balconies? | ( ) sq feet | OR ( ) square metres |  |  |  |
| Do you have drawings for any of the buildings, floor plans etc.? | ( ) yes | ( ) no |  |  |  |
| Type of Construction: check **one of the following** for each building or insert a description | ( ) yes Wood structure with sloped roof and siding on the walls | ( ) yesWood roof structure and floors with masonry | ( ) yesSteel and masonry construction | ( ) yesOtherPlease describe |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ROOFS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of roof **(check one for each**) If a building has more than one type insert approx. % or area of each |  | **LIFE CYCLE** |  |  |  |
|  | Slate | 100 years | ( ) % |  |  |
|  | Cedar shakes or shingles | 50 – 75 years | ( ) % |  |  |
|  | Asphalt Singles | 20 – 30 years | ( ) % |  |  |
|  | Metal roof | 30 years | ( ) % |  |  |
|  | Flat roof membrane | 25 years | ( ) % |  |  |
| When was the last time major work or replacement of these roofs was done? | ( )Within the last 5 years | ( ) 5 – 20 years | ( ) longer | ( ) do not know |  |
| Indicate which section of the roof was addressed? |  |  |  |  |  |
| Do you know the approximate cost of the work completed? | $ ( ) |  |  |  |  |
| Have you had roof leaks since the last major work? | ( ) yes | ( ) no |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EXTERIOR WALLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of walls (**check one for each**). If a building has more than one type insert approx. % or area of each |  | **LIFE CYCLE** |  |  |  |
|  | Masonry | 100 years | ( ) % |  |  |
|  | Metal or plastic siding | 50 years | ( ) % |  |  |
|  | Wood siding | 40 – 80 years | ( ) % |  |  |
|  | Other (please describe) |  | ( ) % |  |  |
| When was the last time major work was done to the walls? | ( )Within the last 5 years | ( ) 5 – 20 years | ( ) longer | ( ) do not know |  |
| Do you know the approx. cost of this work? | $ ( ) |  |  |  |  |
| Do you have a bell tower and/or a spire? |  | 70 years | ( ) yes | ( ) no |  |
| If yes what is approx. height from ground level to top? |  |  | ( ) feetOR ( ) metres |  |  |
| How many stained glass windows do you have? |  | 60 years | ( ) windows |  |  |
| Do they have storm windows? | ( ) yes | ( ) no |  |  |  |
| When was the last time major work was done to the windows? | ( )Within the last 5 years | ( ) 5 – 20 years | ( ) longer | ( ) do not know |  |
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**INTERIOR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of heating system (indicate approx. age) |  | **LIFE CYCLE** |  |  |  |
|  | Steam or hot water boiler with radiators | 25 – 35 years | ( ) years old |  |  |
|  | Forced air system | 25 years | ( ) years old |  |  |
| Does your system cool as well? | ( ) yes | ( ) no |  |  |  |
| Has there been a major upgrade to any of the systems since it has been installed (indicate the year)? | ( ) within the last 5 years | ( ) 5 – 20 years | ( ) longer | ( ) do not know |  |
| When was the last time the following other interior items were upgraded? |  |  |  |  |  |
|  | Lighting | 50 years | ( ) within the last 5 years | ( ) 5 – 10 years | ( ) longer( ) do not know |
|  | Electrical work other than lighting | 50 years | ( ) within the last 5 years | ( ) 5 – 10 years | ( ) longer( ) do not know |
|  | Floor finishes | 25 years | ( ) within the last 5 years | ( ) 5 – 10 years | ( ) longer( ) do not know |
|  | Wall and ceiling finishes | 50 years | ( ) within the last 5 years | ( ) 5 – 10 years | ( ) longer( ) do not know |
|  |  |  |  |  |  |
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**ACCESSIBILITY – Do you have the following?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accessible building entrance | ( ) yes | ( ) no |  |  |  |
| Accessibility to all public areas in the building | ( ) yes | ( ) no |  |  |  |
| A life or elevator | ( ) yes | ( ) no |  |  |  |
| Accessible washrooms | ( ) yes | ( ) no |  |  |  |
| Accessible pews or designated wheelchair areas (provide the # of spaces provided) | ( ) yes | ( ) no |  |  |  |
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**CURRENT PLANS - DO YOU HAVE ANY EXPANSIONS OR RENOVATIONS PLANNED FOR THE UPCOMING YEAR?**

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