

Congregational Mission and Ministry Inventory

The Congregational Mission and Ministry Inventory is for congregations who are in the calling process. The composite inventory will provide a profile of the congregation for themselves and for the servant they call. This composite information is designed to be an addition to the material developed for the information sheet included in the call document. Statistical information requested is found in your annual Synodical reports. Appendix 1 is to be filled out by the Church Council. That information should then be folded into the main document.

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INVENTORY RATIONALES

(From *Advanced Strategic Planning* by Malphurs)

I. LIFE CYCLE

Rationale: The data in this inventory is to help assess where the ministry is on the church life cycle.

II. CONGREGATIONAL CULTURE

Rationale: This data helps to answer the question, “Who are we?” It consists primarily of congregational demographics and psychographics. It also gives information about the way the congregation does things.

III. PERFORMANCE

Rationale: This data will assess the congregation’s strengths, weaknesses, and limitations as these relate to statistical performance.

IV. STRATEGY

Rationale: This data gives a picture of how the congregation attempts to accomplish its mission and ministry.

V. STAFFING

Rationale: This information helps to assess whether the staff are doers or trainers. It also helps to assess how well the staff corresponds to the vision and mission of the congregation.

VI. FINANCES

Rationale: This data assesses the congregation’s financial health. Cf. Matt. 6:21 “Where your treasure is there will your heart be also.”

VII. DIRECTION

Rationale: This information assesses the congregation’s mission and vision. It answers the question, “What are we supposed to be doing?” And “What does that look like?”

VIII. COMMUNITY

Rationale: Like the congregational culture inventory, this data consists mostly of demographics and psychographics as they relate to the surrounding community.

IX. OBSTACLES

Rationale: This inventory asks, “What kind of obstacles do we face? What gets in the way? What is preventing great performance?”

X. OPPORTUNITIES

Rationale: This is an assessment of all the opportunities for ministry in the community and beyond.

I. LIFE CYCLE

A. When founded?

B. List previous pastors and their years of service.

1.

2.

3.

4.

5.

C. List dates of completion of all building projects and renovations.

D. List some of the best things that happened during the past five years.
(take from Church Council Response Form, Appendix 1)

E. List some of the worst things that happened during the past five years.
(take from Church Council Response Form, Appendix 1)

F. Write a brief history of the congregation.

II. CONGREGATIONAL CULTURE

A. Constituency (past/current)

1. Do you perceive the congregation as a (check all that apply)

- large middle sized small urban suburban
 central city small town rural mid-size community

2. The date (approximate) which marks the break between the newest half and the oldest half of the membership. In other words, one-half of today's confirmed members joined since the halfway mark and one-half before that date.

3. How many of today's confirmed members

a. married into this congregation _____ or

b. "grew up" in this church (including those who moved away and came back) _____

4. What is the age of today's baptized members? (Use percentages)

Age 0-13 _____ 14-17 _____ 18-21 _____ 22-24 _____ 25-34 _____

35-44 _____ 45-54 _____ 55-64 _____ 65-74 _____ 75+ _____

5. The number of resident adult members (age 18 and over) in each of these categories: (count people, not couples or families and use current marital status). If one spouse is a member and the other is not a member of your congregation, count the member in the appropriate category.

_____ Husbands and wives living together with children under 18 at home

_____ Husbands and wives living together without children under 18 at home

_____ Single, never married adults

_____ Currently divorced men

_____ Currently divorced women

_____ Currently separated from spouse

_____ Currently widowed men

_____ Currently widowed women

_____ **Total resident adult members age 18 or over**

6. Complete this table showing when each of today's confirmed members joined this congregation.

| Today's Confirmed Members | Active | Inactive | Total |
|-----------------------------|--------|----------|-------|
| Joined before 1970 | | | |
| Joined from 1970-1979 | | | |
| Joined from 1980-1989 | | | |
| Joined from 1990-1999 | | | |
| Joined from 2000 to 2009 | | | |
| Joined from 2010 to 2019 | | | |
| Joined from 2020 to present | | | |

7. Occupations in your Congregation:

Professional People: How many? _____ Which professions?

_____ business proprietors or managers _____ common laborers

_____ craftsmen, engineer, etc. _____ farmers

_____ clerks or office workers _____ service workers

_____ other (students and homemakers not included in totals)

Estimate number of persons with college degrees (bachelor or higher): _____

Percentage of retired people: _____

8. Racial composition:

Which races are represented in the congregation? _____

Is the percentage the same as for the community? _____

If not, is there a problem within the congregation toward other races? _____

Which races are represented in the Day School? _____

B. Worship Style

1. In our congregation, plans for worship are developed by:

2. Our members are familiar with the following worship resources:
 - Lutheran Hymnal
 - Lutheran Worship
 - Lutheran Book of Worship
 - Lutheran Service Book
 - Special Liturgies
 - Worship Supplement
 - Other: _____

3. Our Children are involved in worship by:

4. Our congregation's primary worship practice is: (check all that apply)
 - Traditional
 - Highly Traditional
 - Alternate Forms

5. These choirs, musical groups, and organists are active in our congregation:

6. Lay people in our congregation serve in the following worship roles: (Check all that apply)
 - Acolytes
 - Ushers
 - Readers
 - Greeters
 - Cantor
 - Communion Assistants

C. Who is in Worship?

See the instruction sheet on page 21. The process works best if the sheets are distributed, filled out, and collected just prior to the beginning of the worship service. The information is then tabulated on the summary sheet found on the following page.

SUMMARY SHEET

C. Who is in Worship?

Four weeks averaged totals (add all services together)

| Summary | Week 1 | Week 2 | Week 3 | Week 4 | Total (add across) | Average Total | Percent* |
|--|-----------|-----------|-----------|-----------|--------------------------|------------------|------------------------|
| Adult confirmed members | | | | | | | |
| Child members | | | | | | | |
| Adult non-member but regular worshiper here | | | | | | | |
| Adult visitor, unchurched | | | | | | | |
| Adult visitor, member of another church | | | | | | | |
| Child visitor (under 12) | | | | | | | |
| Child in nursery | | | | | | | |
| Total , adding vertically | | | | | | | Grand Total |

| | | | | | | | |
|--|---------|--|--|--|--|--|--|
| Male | | | | | | | |
| Female | | | | | | | |
| Became a member in the last 5 years | | | | | | | |
| Became a member 6-10 years ago | | | | | | | |
| Became a member 11-15 years ago | | | | | | | |
| Became a member 16-20 years ago | | | | | | | |
| Became a member before 21 years ago | | | | | | | |
| A G E S | 0 – 12 | | | | | | |
| | 13 – 18 | | | | | | |
| | 19 – 25 | | | | | | |
| | 26 – 35 | | | | | | |
| | 36 – 45 | | | | | | |
| | 46 – 55 | | | | | | |
| | 56+ | | | | | | |

*To figure percentages for each average total category, divide the average total number by the average GRAND TOTAL number and multiply by 100. Example: If you had 20 child members and a grand total of 250: $20 \div 250 = .08 \times 100 = 8\%$

D. Facility

1. Approximate number of square feet of usable building space available to members:
2. When is the next building project planned or scheduled? What will be built? What are your present and future facility "needs"? (take from Church Council Response Form, Appendix 1)
3. Total number of off-street parking spaces? If needed, how many additional parking spaces could be made available?
4. Total land acreage owned by the congregation:
5. What is capacity seating for worship?
_____ comfortably full _____ maximum overflow
6. Number and type of rooms?

E. Polity

1. Include a copy of the congregation's constitution and bylaws. When was the most recent significant revision?
2. Does the congregation have women's suffrage?
3. Our congregation trains its leaders for effective service by:
4. These agencies and auxiliaries are active in our parish (list number of active participants):

- | | | |
|--|---|--|
| <input type="checkbox"/> Sunday School _____ | <input type="checkbox"/> Adult Bible Class _____ | <input type="checkbox"/> VBS _____ |
| <input type="checkbox"/> Midweek School _____ | <input type="checkbox"/> Christian Day School _____ | <input type="checkbox"/> LYF _____ |
| <input type="checkbox"/> Youth Group _____ | <input type="checkbox"/> Day Care _____ | <input type="checkbox"/> Preschool _____ |
| <input type="checkbox"/> LWML _____ | <input type="checkbox"/> Sunday Morning _____ | <input type="checkbox"/> Midweek _____ |
| <input type="checkbox"/> LLL _____ | <input type="checkbox"/> Bible Study Groups _____ | <input type="checkbox"/> PTL _____ |
| <input type="checkbox"/> Other (please list) _____ | | |

III. PERFORMANCE (attach copies of the past ten years' statistical reports)

A. Fill out Statistical Information Summary Sheet - Appendix 3

B. What does the congregational leadership believe is its greatest era in ministry as a congregation? (take from Church Council Response Form, Appendix 1)

- 1920-1940 1940-1960 1960-1980 1980-2000 after 2000

C. The percentage of our confirmed members involved in formal Bible Study:

$$\frac{\text{Bible Study Enrollment}}{\text{Confirmed Membership}} = \text{_____}\%$$

D. The percentage of our baptized children enrolled in Christian education is:
(Baptized Membership) - (Confirmed Membership) = Baptized Children

$$\frac{\text{Sunday School Enrollment}}{\text{Baptized Children}} = \text{_____}\%$$

$$\frac{\text{Christian Day School Enrollment}}{\text{School Age Children}} = \text{_____}\%$$

$$\frac{\text{Midweek School Enrollment}}{\text{Baptized Children}} = \text{_____}\%$$

E. The percentage of our baptized members who attended worship in the previous year:

$$\frac{\text{Average Attendance}}{\text{Baptized Membership}} = \text{_____}\%$$

F. The percentage of our members who communed once in the previous year:

$$\frac{\text{Communed Once}}{\text{Confirmed Membership}} = \text{_____}\%$$

G. The percentage of members actively involved in the life and work of the church:

$$\text{_____}\%$$

H. List at least three “strengths” which are evident in the parish:
(take from Church Council Response Form, Appendix 1)

I. List at least three “weaknesses” that deserve special attention:
(take from Church Council Response Form, Appendix 1)

IV. STRATEGY

A. Outreach (mission mindedness)

1. In our congregation we are involved in world missions by:

2. At our congregation, we conduct these evangelism activities:

3. We try to attract new members by:

4. Our members are trained to call on non-member homes. We have _____
(number of members) currently making home visits.
5. Our congregation makes visitors feel welcome at our church by:

6. Members are encouraged to witness in their daily contact through:

7. The number of Adult Confirmation Classes we conduct annually is _____
8. List other Lutheran churches within five miles:

9. List other Christian churches within one mile:

B. Inreach (nurture)

1. We incorporate new members into the fellowship of our congregation by:

2. These fellowship groups are active in our congregation (e.g. Senior, Singles, Couples, Other):

3. These interest groups are active in our parish (e.g. Scouting, Athletics, Quilting, Aerobics, Other):

4. We have had these fellowship activities in the last year:

5. The process we have in preparing children for first communion (e.g. expectations for junior confirmation/early communion):

6. We offer adults these formal programs for Christian growth:

LifeLight

Crossways

Bethel Bible Study

Sunday Morning Bible Study

Other: _____

7. Our congregation participates in training of members for Caring Ministry through:

Stephen Ministry

Project Compassion

Other

8. Our congregation helps its members identify and use their talents and gifts by:

9. Our congregation is organized to meet the physical needs of its members by:

C. Stewardship (awareness and practice)

1. Members are asked to make a financial and service commitment by:

2. We teach Christian stewardship in our congregation by:

3. Our budget is developed by:

4. The number of giving units (e.g. husband and wife) we have is _____

V. STAFFING (plan)

A. List all professional and support staff (indicate whether full-time or part-time, paid or volunteer).

B. Please attach job descriptions for all professional and support staff.

Rationale: To determine if staffing plan corresponds with vision and mission
(See Section VII. Direction Inventory)

VI. FINANCES (to be completed by Congregation Treasurer)

A. Total budget for the current year \$ _____

B. Our budget allocations are shown by these percentages:

| | |
|---------------------------------|-----------------------------|
| Missions _____% | Debt _____% |
| Education _____% | Social Ministry _____% |
| Salaries _____% | Christian Day School _____% |
| Worship _____% | Childcare/Preschool _____% |
| Facilities and Utilities _____% | |

1. Our school budget is \$ _____ (if applicable)

2. Our total current indebtedness capital and operating is \$ _____

C. Our Per-Communicant giving:

Contributions (all purposes) =
 # of Communicant Members \$ _____

D. Check the sources of your income:

| | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Members gifts | <input type="checkbox"/> Investment Income | <input type="checkbox"/> Fund Raisers |
| <input type="checkbox"/> Endowments | <input type="checkbox"/> Legacies | <input type="checkbox"/> Memorials |
| <input type="checkbox"/> Tuition | <input type="checkbox"/> Rentals | <input type="checkbox"/> Other |
| <input type="checkbox"/> Subsidy | <input type="checkbox"/> Gifts from Corporations | |

E. Our record of giving for all-purposes during the past five years:

| Year | Amount Budgeted | Amount Received | Amount to District/Synod |
|-------|-----------------|-----------------|--------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

F. We forward our gifts for Missions through District and Synod:

Weekly Monthly Quarterly Annually

G. Include a copy of (a) last year's financial statement and (b) this year's budget. If you have a school, include same.

H. Does this congregation have: an endowment significant cash surplus
 If yes, how much?

VII. DIRECTION (take from Church Council Response Form, Appendix 1)

A. Core Values (list)

Is there anything about your congregation which really distinguishes it from other congregations in your community?

B. Mission Statement:

C. General Vision Statement:

List in order of importance what you consider the goals and objectives of the congregation. Don't generalize by saying, "Preach the Gospel, win souls, be loyal to Scripture..." Try to be specific in long-range and short-term goals.

VIII. COMMUNITY (Demographic survey available?)

- A. Radius of 1 mile 3 miles 5 miles _____ miles
 Custom boundary (indicate streets/roads/natural boundaries on all four sides of area)

Is it new relatively new older declining sub-standard

List percentage of:

Urban residents _____ Suburban residents _____ Rural residents _____

List percentage of all races in the community:

Occupations or industries which predominate: _____

B. Appoint someone to do a historical study of your community, writing several paragraphs on a separate sheet of paper about its origin, development, composition, attitudes, and trends for the future. Include a review of the churches in the community. This could be a project for someone who enjoys historical research.

C. Our congregation has served the human needs of our community by (e.g. poor, homeless, unemployed, catastrophe):

D. These community groups are active in our building (e.g. A.A., Bloodmobile, Service Organization, Other):

E. What do people in our community say about us? Are we satisfied with that? (take from Church Council Response Form, Appendix 1)

IX. OBSTACLES (take from Church Council Response Form, Appendix 1)

A. We have had conflicts in our congregation that have influenced our church life, and have disrupted unity. These are the events and the results (c.f. Appendix 1):

B. What issues or questions are facing this congregation? Could you gather a paragraph from council and elder leaders on the most urgent or important issues before your congregation today?

X. OPPORTUNITIES (take from Church Council Response Form, Appendix 1)

Review the following opportunity areas for your community and check any that apply.

- Unreached people (groups) in the community
- New residents
- Local schools
- International students
- Nearby Armed Forces facilities
- Special people groups (single parent, street people, challenged people)
- Prisons and jails
- Local businesses
- Other

Appendix 1
CHURCH COUNCIL RESPONSE FORM

I. LIFE CYCLE (*page 1*)

A. List some of the best things that happened during the past five years:

B. List some of the worst things that happened during the past five years:

II. CONGREGATIONAL CULTURE (*page 6*)

A. Facility

1. When is the next building project planned or scheduled? What will be built? What are your present and future facility “needs”?

III. PERFORMANCE (*pages 7-8*)

A. What does the congregational leadership believe its greatest era in ministry as a congregation is? (Check one):

1920-1940 1940-1960 1960-1980 1980-2000 after 2000

B. List at least three “strengths” which are evident in the parish:

C. List at least three “weaknesses that deserve special attention:”

VII. DIRECTION (*page 14*)
A. Core Values (list)

Is there anything about your congregation which really distinguishes it from other congregations in your community?

B. Mission Statement:

C. General Vision Statement:

List in order of importance what you consider the goals and objectives of the congregation. Don't generalize by saying, "Preach the Gospel, win souls, be loyal to Scripture..." Try to be specific in long-range and short-term goals.

VIII. COMMUNITY *(page 15)*

A. What do people in our community say about us? Are we satisfied with that?

IX. OBSTACLES *(page 16)*

A. We have had conflicts in our congregation that have influenced our church life, and have disrupted unity. These are the events and the results

B. What issues or questions are facing this congregation? Could you gather a paragraph from council and elder leaders on the most urgent or important issues before your congregation today?

X. OPPORTUNITIES *(page 17)*

Review the following opportunity areas for your community and check any that apply.

- Unreached people (groups) in the community
- New residents
- Local schools
- International students
- Nearby Armed Forces facilities
- Special people groups (single parent, street people, challenged people)
- Prisons and jails
- Local businesses
- Other

Appendix 2

Instructions for the four-consecutive week worship survey

Prepare copies of Appendix 2, page 22 of this manual for four Sundays, using different colored paper for each Sunday. There are two forms on the page. Cut them apart. Make sure to keep each Sunday's data separate.

One sheet should be filled out for each person present at worship. It is a good idea to appoint a special group to gather and organize the data. It should be an opportunity for them to have some fun.

Four content areas are to be marked:

1. Categories of individuals – member, non-member, adult, child
2. Length of membership, if a current member
3. Male or female
4. Age

Each person will make four checkmarks per sheet. Parents should fill out a sheet for each child. Generally one sheet per person is best.

This process works best if the sheets are distributed in the bulletin, filled out and collected just prior to the beginning of the worship service. After four Sundays, that information should be totaled on the summary sheet which is found on page 5 in this Mission and Ministry Inventory.

Individuals in Sunday Worship Survey:

Please X one box in each of the four columns that is appropriate for you. Please then pass to the end of the pew before the start of the service.

| Column 1 | | Column 2 | | Column 3 | |
|---|--|--------------------------------------|--|-----------------|--|
| Adult confirmed member | | Became a member in the last 5 years | | Male | |
| Child member | | Became a member 6-10 years ago | | Female | |
| Adult non-member but regular worshiper here | | Became a member 11-15 years ago | | Column 4 | |
| Adult visitor, unchurched | | Became a member 16-20 years ago | | Age | |
| Adult visitor, member of other church | | Became a member 21 or more years ago | | 0-12 | |
| Child visitor (under 12) | | | | 13-18 | |
| Child in nursery | | | | 19-25 | |
| | | | | 26-35 | |
| | | | | 36-45 | |
| | | | | 46-55 | |
| | | | | 56+ | |

Individuals in Sunday Worship Survey:

Please X one box in each of the four columns that is appropriate for you. Please then pass to the end of the pew before the start of the service.

| Column 1 | | Column 2 | | Column 3 | |
|---|--|--------------------------------------|--|-----------------|--|
| Adult confirmed member | | Became a member in the last 5 years | | Male | |
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| Adult non-member but regular worshiper here | | Became a member 11-15 years ago | | Column 4 | |
| Adult visitor, unchurched | | Became a member 16-20 years ago | | Age | |
| Adult visitor, member of other church | | Became a member 21 or more years ago | | 0-12 | |
| Child visitor (under 12) | | | | 13-18 | |
| Child in nursery | | | | 19-25 | |
| | | | | 26-35 | |
| | | | | 36-45 | |
| | | | | 46-55 | |
| | | | | 56+ | |

Appendix 3

Lutheran Church Statistical Information Summary Sheet

| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 YDT |
|---|------|------|------|------|------|------|------|------|------|-------------|
| Average Weekly Attendance | | | | | | | | | | |
| Total Baptized (total) Membership | | | | | | | | | | |
| Total Communicant (adult) Membership | | | | | | | | | | |
| Children's Sunday School | | | | | | | | | | |
| Youth Bible Class | | | | | | | | | | |
| Adult Bible Study | | | | | | | | | | |
| Transfer In | | | | | | | | | | |
| Transfer Out | | | | | | | | | | |
| Adult Confirmation (profession of faith) | | | | | | | | | | |
| Infant and Child Baptisms | | | | | | | | | | |
| Deaths | | | | | | | | | | |
| Adult Baptisms | | | | | | | | | | |

Appendix 4

Task Assignment / Completion Page

As each section is completed, the individual assigned to that task should sign and date the form below

| Section | Assigned to | Signature | Date |
|--------------------------|-------------|-----------|-------|
| I. Life Cycle | _____ | _____ | _____ |
| II. Congregation Culture | _____ | _____ | _____ |
| III. Performance | _____ | _____ | _____ |
| IV. Strategy | _____ | _____ | _____ |
| V. Staffing | _____ | _____ | _____ |
| VI. Finances | _____ | _____ | _____ |
| VII. Direction | _____ | _____ | _____ |
| VIII. Community | _____ | _____ | _____ |
| IX. Obstacles | _____ | _____ | _____ |
| X. Opportunities | _____ | _____ | _____ |

| | | |
|---------------------------------|-----------------|-------------|
| PERSON MAKING TASK ASSIGNMENTS: | | |
| NAME: _____ | TELEPHONE _____ | EMAIL _____ |