

## **Appendix E**

### **A Self-Study Tool for Congregations**

The congregation has a variety of tools to assist them in developing a congregational profile and a pastor profile. The resources below are some of the tools that can be used by the congregation. Your CMMF will assist you in determining which tools will be most helpful for your congregation.

#### **A Self-Study Tool**

##### **Section One Basic Questions**

Several years ago, the Council of Presidents of the Lutheran Church—Missouri Synod began the practice of asking each pastor to fill out a Self-Evaluation Tool (SET) describing his basic approach to ministry and his training about selected issues. Congregations have found this SET to be extremely helpful in evaluating the qualities of candidates for the pastoral office in their congregation.

The instrument below is based on the pastoral SET. We hope that it will help discern the proper match between pastor and congregation.

Name of Congregation: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

1. What is your understanding of the mission of the church?
  
2. Why was your congregation founded? Why does it exist today? What have been the joys and struggles you've experienced over the past 5–10 years?
  
3. Describe your commitment to the doctrine and practice of the Lutheran Church—Missouri Synod.
  
4. What are the chief priorities in your present ministry?
  
5. Our congregation's strengths in ministry are . . .
  
6. Areas in our ministry needing improvement are . . .
  
7. In what community outreach or service activities does your congregation participate?
  
8. Briefly describe your congregational practice and preference toward the following:
  - a. The Lutheran Hymnal / Lutheran Worship / Lutheran Book of Worship / Other

- b. Pastoral services (weddings, funerals, visitation, etc.) to non-members, non-Lutherans, or the unchurched.
- c. The Charismatic / Renewal Movement
- d. Describe how women serve in your church

In our congregation, women may serve as...

- \_\_\_\_\_ Voters
- \_\_\_\_\_ Board members
- \_\_\_\_\_ Board chair
- \_\_\_\_\_ Lectors
- \_\_\_\_\_ Communion Assistants
- \_\_\_\_\_ President
- \_\_\_\_\_ Vice President \_\_\_\_\_ Elders
- \_\_\_\_\_ Ushers
- \_\_\_\_\_ Other (Describe

- e. The place and participation of lay people in the church's life. What is your understanding of the role of the laity in the congregation?

- 9. Describe your church's relationship with the previous pastor and the relationship with him going forward:
- 10. What is your understanding of the role of the ordained ministry in the church?
- 11. If there is a multi-staff ministry at your church (i.e., Lead/Senior Pastor – Assistant/Associate Pastor, Pastor – DCE, Pastor – School staff, etc.), describe how that's conducted at your church.
- 12. Describe your feelings about the church's involvement in social ministries in the community.
- 13. Describe your congregational practice or preference toward the following briefly:
  - a. Writing of "own liturgies" or special services.
  - b. The frequency of the Lord's Supper.
  - c. The priority of the Lord's Supper in parish worship.
  - d. The use of common or individual cups.
  - e. The use of laypeople to assist in worship.
  - f. Do you have a Lutheran School, or are you planning to start one? How do you understand the ministry of the Lutheran School?
  - g. An interview by a calling congregation before a Call is issued.
  - h. First communion: Before or after confirmation.
  - i. What is your communion policy about those not your congregation members? If you print a communion policy in your Sunday bulletin, please include it here. (See definitions of close, closed and open communion in the Glossary.
  - j. Inter-Lutheran relationships (relationships between your church and other Lutheran organizations)

- k. Inter-Christian relationships (relationships between your church and other Christian organizations)
14. What provision in time and finances do you make for the pastor’s continuing education?
  15. How can the District / Synod assist you to have a more effective ministry?
  16. What strengths or ministries would you like to share with other congregations?
  17. What provision for housing is offered to the pastor?
    - \_\_\_\_\_ parsonage (please provide condition, floorplan, photos, etc.)
    - \_\_\_\_\_ housing allowance
    - \_\_\_\_\_ negotiable
  18. Is there anything else in your present ministry that you would like to share that might be pertinent to a new pastor?
  19. Use of this Self Evaluation Tool:
    - a. Who prepared the answers to this document?
    - b. Was the District and Circuit Visitor consulted? (Note that the outgoing pastor should not be driving the self-evaluation. The District and Circuit Visitor will provide invaluable assistance and perspective as you undertake your self-evaluation—it is highly recommended that you consult with them.)
    - c. Was this information shared with and discussed by the congregation?
    - d. Was a congregational survey done? If so, attach results.
    - e. It is essential that you share this information with the pastor you are calling. Has it been shared with him? When and how?

Date completed: \_\_\_\_\_

## Section Two Demographics

1. Please complete the following:

	Current	5 years ago	10 years ago
Average attendance			
Baptized membership			
Communicant membership			
Sunday School enrollment			
Bible Class enrollment			
Total budget for current expenses			

2. An incredible, free tool to help you quickly access powerful information on your context is Church Extension Fund's (CEF) MissionInSite. MissionInSite's PeopleView System™ uniquely integrates information about your congregants with demographic information to determine the best opportunities for advancing your ministry. To gain access to this information, simply contact your CMMF.

Please describe your community giving attention to . . .

Size of community:

Economy:

Racial composition:

Growth projections: General description:

Does your congregation reflect the general population of the community? Explain:

**Section Three**  
**Financial Information**

1. Please provide your latest plus 1–3 years of financial reports, including budget, indebtedness, profit/loss statements, etc.
2. What salary did you pay your last pastor? (Include housing in salary figure.)
3. What salary do you plan to pay your next pastor? Give a figure or a range. (Include housing in salary figure.)
4. Do you offer Concordia Plans Benefits? Describe coverage. If not, how do you make allowance for your pastor's and family's care?
5. Compare your compensation figures with the district guidelines. How will this impact your ability to call a pastor if your figures fall short? (Note that the pastor determines his housing amount, which can be included within the total. The pastor is responsible for annually designating his housing amount, which should be recorded in congregational minutes for tax recording purposes.)
6. When was the last time you had an organized stewardship campaign directed primarily towards financial commitment? What kind of program did you use? What was the effect/results?
7. If you have a preschool and/or day school, please describe its current status and health. What is the financial situation? What are the enrollment trends? What are your accreditations?

## Section Four

### Missional Information

1. If possible, attach a missional history of the congregation—not just dates and names, but the story of significant attempts at mission and outreach. Share stories of how you shared the Good News of Jesus Christ with individuals and your community.
2. If you have one, attach a copy of your mission statement or vision statement.

3. If you have a list of your core values, please attach it. If not, please answer the following question:

Any pastor coming to serve this congregation should know the following things about us -- for good or for bad: (List things like “We are a conservative/ progressive/ traditional congregation.” “We value diversity” “We don’t know how to handle conflict.” “We like to fight.” “We like variety in our worship.” “We are very liturgical and want someone who can chant well.” etc.) Include a congregational history that describes your “DNA.”

4. Is there an ethnic group within your church? If yes, is this a rental/landlord relationship, or are you in a ministry partnership together?

## Focus Group Questions

**Instructions:** Explain the purpose is to gather the participants' perspectives on the questions below so the Call committee can best develop the profile of the congregation and the next Senior Pastor. Capture interviewee responses to the questions below, along with follow-up questions as the conversation may lead. Limit to 30-45 minutes max, watch time on each question.

1. What are the strengths of the congregation from your perspective?
2. What would you change about this congregation?
3. What are the most important leadership qualities of our next Senior Pastor? Examples: visionary, skilled administrator, motivational leader, involved in community, mentor, etc.
4. What should the top 3 priorities be for our next Senior Pastor? Examples: community outreach, making worship services his main focus, effective guidance for school and preschool, strong leadership of staff, teams, boards and committees, etc.
5. Anything else you would like to add?

## Staff Interview Questions

**Instructions:** Explain the purpose is to get interviewee perspectives on the questions below so the Call committee can best develop the profile of our congregation and the next Senior Pastor. Capture interviewee responses to the questions below, along with follow-up questions as the conversation may lead. Limit to 45-60 minutes max. Assure interviewee of confidentiality of responses so they feel comfortable being candid.

1. What are the strengths of the congregation from your perspective?
2. What would you change about this congregation?
3. What are the top 3 things you need from our next Senior Pastor in order to be effective in your role at Sample Lutheran?
4. What are the most important leadership qualities of our next Senior Pastor? Examples: visionary, skilled administrator, motivational leader, involved in community, mentor, etc.
5. What should the top 3 priorities be for our next Senior Pastor? Examples: community outreach, making worship services his main focus, effective guidance for school and preschool, strong leadership of staff, teams, boards and committees, etc.



## Pastoral Skills, Abilities, and Attitudes Profile

Using the scale below, select a rating from 1 to 5 for the desired skills, abilities and attitudes in the new pastor you are seeking. Then select the top preferred skills per the instructions below.

- 1 - Least important
- 2 - Somewhat important
- 3 - Important
- 4 - Very important
- 5 - Most important

Congregation Name, City, State:

Pastoral Role being sought (Senior, Associate, Sole):

(See Profile Definitions below for more information on these categories.) Rating

Rating

Indicate top 4 preferred of all personal and pastoral ministry skills with a check.

Personal Skills	Rating	√	Pastoral Ministry Skills	Rating	√
Tact			Children’s Ministry		
Patience			Youth Ministry		
Cooperation			Young Adult Ministry		
Initiative			Singles Ministry		
Administration			Older Adult Ministry		
Team Ministry			Family Ministry		
Leadership			Ministry to Inactives		
Innovation			Small Group Ministry		
Creativity			Assimilation of New Members		
People Skills			Lay Leadership Development		
Community Involvement			Personal Witnessing		
Personal Grooming			Counseling		
Participation in Continuing Ed			Preaching Content		
Conference Participation			Preaching Delivery		
Use of Computer			Teaching Ability		
Use of Social Media			Worship		
			Music Ministry		
			Stewardship		
			Outreach/Evangelism		

ATTITUDE TOWARD	Rating	√	VISITATION	Rating	√
Indicate most preferred with a check.			Indicate most preferred with a check.		
Christian Day School			Sick and Shut-in Visitation		
Home Schooling			Outreach Visitation		
Synod			Home Visitation		
District					

Liturgical Attitudes (check all that apply)		Rigid	Flexible
Traditional			
High Liturgical			
Blended			
Contemporary			
Comments			

Theological Position (Select one)				
1	2	3	4	5
Evangelical				

To aid you in using the above scale,  
 1=ultra-liberal, 3=centrist/evangelical, 5=ultra-conservative.