



## Congregational Self-Study

This study is an important part of understanding our history and present situation so that we may dream about the future. Please be as thorough as possible as you complete this report. You may edit your responses directly into Microsoft Word, or if you prefer a different word processing program, please save the report as a .pdf file. Please send the completed study to:

[ccaron@wnccumc.org](mailto:ccaron@wnccumc.org)

The completion of this report is designed to be a group effort. This report is best completed by dividing the responsibilities among several people and groups. It is best to include as many paid and unpaid leaders as possible in compiling this information and discussing it.

This study is meant to be thorough, but not unreasonable. If there is information that would be too difficult to collect, please make a note to that effect and move on.

This study has two purposes. First, this study is designed to help an outside team understand your church. Second, and more importantly, this study is designed to help church members to have an accurate understanding of the history and current situation of the church. This will be a document that your church will refer to for years to come. Churches that have completed this study have overwhelmingly indicated that having this information is worth the effort.

### **HISTORY AND DESCRIPTION**

1. Write a brief history of your congregation (three to four pages). Include those events that contributed to periods of growth or decline in the number of people participating. Please write in a factual style. Avoid the temptation to fluff the story for public relations and the temptation to inject personal commentary regarding past problems. Simply describe the events without qualitative judgment.
2. Write a summary of your congregational structure including the individuals or groups who are responsible for program decisions, budgeting and financial oversight, buildings and grounds, and any other major interests of the congregation. List committees, task forces, program teams, etc. and explain how these relate to boards or councils. Provide a chart that reflects your current organizational structure.
3. Provide a list of all people who oversee specific areas of service (paid and unpaid positions, such as children's minister, choir director, etc.). List the number of positions for which they are responsible in their oversight. State whether these persons are full-time, part-time, volunteer staff or lay leaders.
4. Provide a list of all full and part-time program staff positions for the last ten years, or from the beginning, if founded more recently. List schools and degrees for full-time program staff. Supply dates of employment and state the reason why staff left.