

## *Agenda for Assessment module - part one*

**Audience:** The Outreach Leadership Team

**Schedule:** Monthly meeting of the Outreach Leadership Team

**Media:** Part 1 or the Assessment companion DVD

Play the following selections on the Program Set-up companion DVD.

**A. Module summary and introduction**

**B. The Assessment: A Diagnostic Tool**

**C. Steps in Implementing the Assessment**

**TASKS:**

1. Choose a Sabbath when the surveys can be done. It will take about 15 minutes for the surveys to be filled out by members.
2. Choose a member of the Outreach Leadership Team to briefly explain the assessment process to the church.
3. Make sure that someone on the team downloads the surveys from the Empowered Church website and makes the necessary copies.
4. Choose members of the team to enter the survey data into the assessment program on the Empowered Church website. The more people willing to enter survey results, the quicker the assessment process will move forward.

Play the selection “Conclusion” on part 1 of the Assessment companion DVD.

**F. Conclusion**

**TASKS:**

1. Refer to the section “Questions and Answers” in the Program Set-up Module to answer any questions that were written down while viewing the various sections of the Assessment Companion DVD.
2. Write down any questions that were not answered on the companion DVD or in the module and have someone from the Outreach Leadership Team contact Amazing Facts at 916-434-3880 or online at [www.empoweredchurch.org](http://www.empoweredchurch.org).

**Countdown schedule of responsibilities**

<b>Person(s) Responsible</b>	<b>Task</b>
Outreach Leadership Team	Choose a Sabbath when surveys will be done
Outreach Leadership Team	Choose the person who will explain surveys to church
Outreach Leadership Team	Download surveys from Empowered Church
Outreach Leadership Team	Church fills in surveys
Outreach Leadership Team	Choose those who will be responsible to upload survey results to Empowered Church