

Agenda for Assessment module - part two

Audience: The Outreach Leadership Team

Schedule: Monthly meeting of the Outreach Leadership Team

Media: Part 2 of the Assessment companion DVD

Play the following selections on part 2 of the Assessment companion DVD.

A. Module Summary and Introduction

B. Steps in Developing the Assessment Action Plan

TASKS:

1. Distribute the survey reports that have been downloaded from the Empowered Church website to the members of the Outreach Leadership Team.
2. Look at the areas that scored the highest and those which scored the lowest and discuss the results in general.
3. Ask the following questions:
 - Are the results what you expected?
 - Do you think they are an accurate description of the church's condition?
 - Were you surprised by any of the results? If so, which ones and why?
4. Analyze the survey results and begin with the "section" that has scored the lowest, focusing on the two lowest "units" within that section. Each member should write down reasons why they think those units have scored lowest. (See the first procedure, Analyze, in the Assessment Module under the heading "Steps in Developing an Assessment Action Plan.")
5. Strategize possible solutions that could strengthen the two weakest units within the section that has scored the lowest. (See the second procedure, Strategize, in the Assessment Module under the heading "Steps in Developing an Assessment Action Plan.")
6. Organize the solutions in order of importance and build an action plan for its implementation. (See the third procedure, Organize, in the Assessment Module under the heading "Steps in Developing an Assessment Action Plan.")
7. Repeat the process to develop action plans for the other two sections, and then organize the separate action plans into one master assessment action plan for the church.

C. Important Points to Remember

Play the selection "Important Points to Remember" on part 2 of the Assessment companion DVD.

TASKS:

1. Set up a time when the action plan can be presented to the church elders.
2. Present the action plan to the church board at its next meeting.
3. Present the action plan to the church after it has been approved by the board.
4. Begin implementation of the action plan.

D. Conclusion

Play the selection “Conclusion” on part 2 of the Assessment companion DVD.

TASKS:

1. Write down any questions that have not yet been answered by the Assessment Module or the companion DVD. A member of the Outreach Leadership Team can post these questions on the Empowered Church website forum, where a representative of Amazing Facts or another Empowered Church can provide you an answer. If your question is not answered before your next monthly Outreach Leadership Team meeting, please contact Amazing Facts.

Countdown schedule of responsibilities

Person(s) Responsible	Task
Outreach Leadership Team	Review survey results, identify areas of greatest need
Outreach Leadership Team	Identify possible solutions
Outreach Leadership Team	Design action plan for needs according to importance
Outreach Leadership Team	Set dates when changes need to be implemented
Outreach Leadership Team	Designate person(s) responsible to implement changes
Outreach Leadership Team	Present action plan to elders and church board
Outreach Leadership Team	Present approved action plan to congregation

NOTE: It is very important that the departmental leaders and their staff be present at the next Outreach Leadership Team's regular monthly meeting. This includes the directors of all Sabbath School departments, Adult, Youth, and Children, and Sabbath School teachers. This meeting is lay plans for the church's upcoming month of revival.