

## *Steps in implementing the assessment*

There are four steps involved in implementing the church assessment.

### **1 Step One: *Choose a Sabbath when the survey can be done.***

It will take the church about 15 minutes to do the assessment survey. A good time to do the survey is immediately before a church service. A week prior to the survey, an announcement should be placed in the church bulletin containing a brief explanation of the assessment process. This bulletin announcement and the survey can be obtained from the Empowered Church website at [www.empoweredchurch.org](http://www.empoweredchurch.org).

### **2 Step Two: *Download survey and make the necessary copies.***

The Empowered Church survey can be downloaded from the Empowered Church website. To have access to the "Assessment Survey" link, you will need to log in using the username and pass code that was set up when your Empowered Church Kit was registered. If you have not registered your Empowered Church Kit, you can do so online at the website. (You will need the registration key found on your Empowered Church box.) If you have trouble registering, please contact Amazing Facts at 916-434-3880.

Make sure there are enough copies for every member to fill out the survey. If there are visitors in the congregation, they are welcome to fill out the survey. Of course, some of the information will not be relevant for them, in which case they can leave it blank. Visitors need to write "visitor" at the top of the survey form as this will help when calculating the results.

### **3 Step Three: *Enter survey results.***

After the surveys are completed, divide them up among the Outreach Leadership Team. Each team member should then enter the survey results on the Empowered Church website. When the survey results have been entered, the church's comprehensive reports can then be downloaded.

Please note that there is no limit to the number of people who can enter survey results on the website; however, each person will need the church's username and pass code. Remember, the most accurate and comprehensive reports can only be given after all of the surveys have been entered.

### **4 Step Four: *Develop the church's assessment action plan.***

After the surveys have been filled out and the results calculated, the Outreach Leadership Team is then to develop the church's assessment action plan. This action plan will help strengthen the weakest assessed units in each section. Part two of the Assessment Module will deal with creating and implementing the assessment action plan.