

## West Ohio MCCI: All-Church Ministry Review Process

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### Goals of Ministry Review Process:

- To help reorganize the various existing classes, committees, teams, activity groups, and small groups for missional impact and financial priority.
- To validate the purpose of each of these entities, clarify their reasons(s) for existence, and challenge them to re-define their energies for missional purposes.
- To provide an opportunity for any of the entities to choose to combine with others, or to receive “permission” to dissolve.
- To provide overall congregational discernment around what additional missionally-focused teams should be added in order to assist your church to accomplish its prescriptions and its mission.

### Ministry Review Team Leaders—Criteria:

- Understands that the ministry review process should not create an adversarial “us versus them” atmosphere, but rather creates an honest environment for self-assessment and re-definition of the existing ministry entities in your congregation.
- Has a good comprehension of the current status of your congregation’s ministry entities, and who leads each one.
- Brings the ability to provide spiritual leadership, explain the overall missional vision of the church’s new direction according to the prescriptions, and present the ministry audit questions in an objective and friendly fashion.
- Is committed to bathing the entire Ministry Review process in prayer—before, during/with the individual entities as you meet with them, and ongoing as you help guide the organizational process to support the newly-focused missional efforts of your congregation.

### Ministry Review Procedures with Each Group:

- Schedule a meeting with each entity. Explain ahead of time that the purpose is, in accordance with your church’s prescription, that every entity gets the opportunity to clarify its purpose and to possibly re-focus for missional alignment. Encourage all members of the group to be present.
- Open the meeting with prayer. Invite each person present to share about why they are part of this group, why it has been important to them, etc. Be affirming, and remember that the group has likely provided friendship and support for those involved.

- Introduce the self-assessment process for the group, and explain that as a result your congregation will be able to understand how to think about the various teams/groups that meet regularly. This will help when it comes to budgeting and alignment of dollars and space in order to accomplish the mission. The goal is to ascertain which groups are:
  1. **Task groups** – that exist for the purpose of getting work done for the congregation (example: mow the lawn, clean the church kitchen, prepare condolence dinners)
  2. **Caring Community groups** – that exist for the care and concern of the church family (Stephen Ministers), or of individuals outside the church family (serve at a soup kitchen or serve in the food pantry)
  3. **Fellowship/Friendship groups** – that exist to provide friendship and connection with others (quilting groups, scrapbooking groups, traditional small groups)
  4. **Spiritual Growth groups** – that exist for the purpose of helping members grow and mature in their relationship to Christ (classes, study groups, etc.)
  5. **Missional groups** – that exist for the purpose of reaching new unchurched people with the message of Jesus outside the walls of your building, and connecting them into the congregation to be disciplined and deployed into serving missionally (may also include secondary elements of the others—but this must be the core purpose of the group, with concrete current examples of how processes are in place to reach new unchurched people outside the walls, and connect them into the congregation)
  
- Explain that you are going to lead the discussion of four questions. You will write down the summary of their answer to each of the four questions on a Ministry Review Form. (If you wish, you can take along another leader who can be the “scribe” for writing this down.) Make sure that for each question, you don’t answer for them—only facilitate, clarify, “Do you mean....?” “Are you saying that...?” “Would it be a fair summary of this question’s discussion to say....?”

#### Four Ministry Group Review Questions:

Here are the four questions (and secondary questions you may want to use to help them clarify):

1. **Why was our team/group created in the first place—the purpose?**
  - What is our “report card” -- in other words, what would it look like if we were succeeding in accomplishing our original purpose? How are we doing, honestly?
  - Is this (the purpose we’ve named) still our passion—and if we are not accomplishing it, are we really actually a fellowship/friendship group?
  - Are we serving ourselves, serving the congregation, or are we intentionally reaching out to new people outside our walls with the good news of Christ?
  
2. **Is this team/group still needed? Give specific reasons, if answer is yes.**
  - Could this purpose actually be accomplished by another team, or is it being accomplished by another team?

3. (Hand the group's members a list of the "5 types of groups" described above.) **Which kind of group are we right now, according to the descriptions on this list?**
  - (In order to be a "missional group," a concrete process must be in place with fruitfulness examples. If the group decides it wants to become a missional group, encourage and challenge them to think what their process could be to reach and disciple new people outside the walls of the church building.)
  
4. **How will we lead ourselves?**
  - Meeting time/schedule?
  - Who is contact person/leader?
  - How will we get work done together? What agreements do we need to have about that? (i.e. show up/follow through when you have said you would; agree to attend meetings that are planned, or whatever is uniquely important to have as shared agreements as a group together)
  - Do we want to add new people to our group? If so, how do we plan to do that?

#### **After all Ministry Groups Have Done their Review:**

- Make sure that all ministry review facilitators turn in notes from the ministry audit group meetings.
- Make a master list of ministry groups, according to categories.
- The missional groups are the crucial priority, and should be leveraged strategically with your central leadership council/board's work to accomplish realignment and work toward the mission.
- In order to keep accountability with all ministry groups, you may decide to ask each group to email a group report on a monthly or bi-monthly schedule. The report could respond to key questions around number of those attending the group; any missional fruitfulness stories; any questions or assistance in becoming missional the group might have; and if any group has decided to disband, assistance that might be needed to help group members connect into other groups.
- Periodic connection with the ministry review facilitators and the groups can be helpful, as resources and space get aligned around the missional groups—and to help guide/encourage all groups to shift to a missional focus with a process to accomplish it.