

Healthy organizations invest time at least annually to look back and ask, “How did we do?” The start of each new year is a great time for this to occur. The EFCA West Annual Checkup for Churches is a tool to guide you through this process.

Though airline pilots have done hundreds or thousands of take-offs and landings, they use a checklist every time to ensure that things are done in the correct sequence, and nothing is forgotten. The 27 questions on this checklist are intended to do the same – they identify health factors in churches in a way that church leaders may understand some of the factors that help to determine whether they are functioning well or not.

The annual checkup has been formatted by the EFCA West team such that “yes” answers are typically indicative of church health and “no” answers are typically indicative of areas that may negatively impact church health or may need attention in the coming year. However, because every church is unique, this may not be true in every case of every church.

The EFCA West team encourages you to take the checkup process seriously. Way too often churches suffer from things they knew were not healthy, but they just had not yet risen to a point where their significance was noticed by leaders.

As always, the EFCA West team stands ready to assist you and your church in any way that we can.

HOW TO COMPLETE THE CHECKUP

- The checkup checklist is intended to be completed by the lead pastor, board members, church staff, and other leaders to gain a representative sample of opinions – it is not intended to be a church-wide survey.
- Participants should try to respond truthfully to each statement with a “yes” or “no” answer. Because there may be some nuance needed to explain an answer, a space for “comments” is provided for any desired explanatory notes at the end of the checklist.
- A trusted person should compile the responses and prepare a brief report on the results.
- The results should not be hoarded and are not intended for only the lead pastor. We recommend, at a minimum, that the raw results be shared with and discussed among the church’s lead pastor and church board and, generally, with all the staff. The purpose is to understand potential implications in a collaborative environment.
- The church leaders conclude the review process by determining if and how they will address those things that resulted in “no” response. What is your strategy to address any deficiencies revealed during the checkup?
- We encourage you to share the results with EFCA West by contacting Bob Osborne, director of church health, at bob.osborne@efca.org to enable us to assist you in any way we can.

ANNUAL CHECKUP FOR CHURCHES

1. There is harmony and unity of purpose among our church's board and lead pastor.

Yes No

Comments: _____

2. There is harmony and unity of purpose among our church staff and leadership team.

Yes No

Comments: _____

3. Our members actively and intentionally seek and seize opportunities to share the Gospel with lost people they know.

Yes No

Comments: _____

4. Our church is growing or has reached its optimal size potential.

Yes No

Comments: _____

5. We are intentionally raising and developing the next generation of leaders for our church and others.

Yes No

Comments: _____

6. We are actively involved in some ways in planting new churches.

Yes No

Comments: _____

7. Our worship services are designed to create doers of the Word rather than hearers only.

Yes No

Comments: _____

8. Prayer is an obviously important part of our church's and our members' experiences and ministries.

Yes No

Comments: _____

ANNUAL CHECKUP FOR CHURCHES

9. During worship services, most of the men of our church sing heartily.

Yes No

Comments: _____

10. We are intentional and train our staff and members to be hospitable (not merely friendly) toward people who are new to our church or not recognized.

Yes No

Comments: _____

11. Our church's mission, core values, and key strategies are clearly articulated, guide our decision-making, and acted upon by our members.

Yes No

Comments: _____

12. We baptize people on a regular basis.

Yes No

Comments: _____

13. Our church's demographics closely mirror those of the area we serve.

Yes No

Comments: _____

14. Our members/congregants mostly live in the area we serve rather than commute from the outside.

Yes No

Comments: _____

15. Pastoral staff and church leaders regularly inquire about the spiritual health and growth of the people they serve and lead.

Yes No

Comments: _____

16. Our attendance and growth trendline over the past ten years has shown growth (the line goes up and to the right).

Yes No

Comments: _____

ANNUAL CHECKUP FOR CHURCHES

17. Our lead pastor shares preaching responsibilities with others.

Yes No

How many Sundays per year is he required or expected to preach? _____

18. Our lead pastor and church leaders actively participate in the ministries of EFCA and EFCA West.

Yes No

Name them: _____

19. Our church gives financial support to EFCA West in an amount that is indicative of having a stake in its ministries.

Yes No

Comments: _____

20. Our church has active small groups or other ministries through which our congregants engage deeply with one another, care for one another, and encourage one another to love and good works.

Yes No

Comments: _____

21. Our church's governance structure and bylaws are serving us well.

Yes No

Date of last bylaws revision: _____

22. Our church leaders exercise due regard to ensure the spiritual, emotional, psychological, and physical health and well-being of the lead pastor, ministry staff, and board members, guarding against unhealthy family life, exhaustion, depression, stress, failure to take appropriate time off, and other unhealthy behaviors.

Yes No

What are we doing to accomplish this? _____

23. Our church's finances are sound and support ministries appropriate for the size of our church and indicative of generous and sacrificial giving by leaders and congregants.

Yes No

Comments: _____

ANNUAL CHECKUP FOR CHURCHES

24. We publicly celebrate and give thanks for God's work and blessings in our churches regularly throughout the year.

Yes No

Comments: _____

25. Our student ministries are designed to make new disciples, mature those disciples, and encourage and raise up the next generations of church leaders.

Yes No

Comments: _____

26. We have productive relationships with leaders of churches of compatible faith in our community and cooperate with them to reach lost people in our community with the Gospel.

Yes No

Comments: _____

27. We have strong fiscal controls related to separation of receipts and disbursements functions, approvals of ministry expenses including credit card charges, mileage, ministerial housing allowances, and have a regular schedule of audits by financial professionals.

Yes No

Comments: _____