

**MINISTRY PERFORMANCE REVIEW:**  
A Professional Consultation Instrument

Dr. Don Nations  
DNA Coaching  
2004-6  
All rights reserved

## MINISTRY PERFORMANCE REVIEW

### Introduction

Welcome to the Ministry Performance Review (MPR). This is a comprehensive consultation tool developed by DNA Coaching. The ultimate purpose of the MPR is to find ways to improve the performance of a local congregation. You will gather a wide variety of information about the church and its community and survey the staff, leaders and attendees to gain their perspectives about the ministry environment of the church. After you have collected all of this material, return it to DNA Coaching. A consultant will analyze the data and prepare a consultation report based upon the information provided by the church. The report will summarize the information and offer several recommendations to support the transformation efforts of the church.

The bulk of the MPR can be completed by a small team of people – either staff or volunteers. It is likely that this information-gathering process could take a month. Much of the community demographic information can be found on-line at [www.census.gov](http://www.census.gov). It is also likely that your denomination can provide some of this information.

The MPR includes three survey documents. The first tool is a congregational survey which is completed during all main weekend worship services (Sunday morning, Saturday night, Friday night, etc.). The results are entered into the summary sheet. Many churches find it helpful to compile the results both for the church as a whole and for each service; there is enough space on the summary sheet to accommodate this for most churches. Only the summary sheet is to be returned to DNA Coaching, not all of the surveys.

The second tool is a leadership survey. All elected leaders of the church should complete this survey. “Elected leaders” include the members of the official board and the standing committees (such as evangelism, finance, trustees, worship, nominating, etc.). It is usually best to have a meeting of all of the leaders and have them each complete the survey at the same time. The leaders should not talk to each other or discuss the survey until each leader has completed his or her survey and turned it in. The results are compiled and entered into the summary sheet. Only the summary sheet is to be returned to the consultant, not all of the surveys.

The third tool is a staff survey. Each member of the staff – clergy and lay – is asked to complete the survey. The surveys are not to be read by anyone at the church; instead, they are to be sealed in an envelope and returned to DNA Coaching. The responses of the staff will be used in the preparation of the consultation report as will all other information submitted by the church. Anonymity is not guaranteed but we do want every staff person to feel free to complete his or her survey without having it reviewed by others.

The MPR *can* be completed in as little as four weeks but many churches find that it takes six to eight weeks for all of the data to be compiled and returned.

Some common questions and answers about the MPR appear below.

Q: Why do we have to collect so much information?

A: The church will receive the most helpful consultation report when it submits the most complete information. Churches are complex organizations and it takes a lot of information to accurately understand them.

Q: How do we summarize the responses on the survey in order to enter them on the summary sheets?

A: Most of the items on the summary sheet are either asking you to enter the total number of responses in a particular category or the average of the responses to a particular question. Responses to items that request a longer answer are to be compiled on a separate piece of paper and submitted with the other material to the consultant.

Q: Do we return all of the surveys to you?

A: No. The staff surveys are the only surveys that are returned to DNA Coaching. The other surveys are collated and the results are entered on the summary sheets. Please do not return all of the worship and leadership surveys.

Q: How long will it take to receive our consultation report?

A: Consultation reports are usually generated within 4-8 weeks of receiving the complete packet of material from the church. A draft report usually will be created within that period of time and sent to the Senior Pastor of the church. After discussion with the Senior Pastor, a final consultation report is sent to the church.

Q: Where can we find the worship, leadership and staff surveys?

A: All three surveys are located towards the end of this document.

Q: How often do we distribute the worship survey?

A: The worship survey is used one time in all of the worship services on a weekend.

Q: What do we do after we receive the consultation report?

A: You will want to form an implementation team to shepherd the report and its recommendations through the decision-making process in your church. You are welcome to give this team a name (Vision Team, Great Futures Team, Dream Team, etc.). This team could be drawn from the official body of the church (Session, Board, Council, etc.) but it could also be comprised of other individuals. It usually works best if this team consists of 6-10 people. It is important, however, that the members of this team represent a wide cross-section of the

congregation and are spiritually-minded people who will consider the wants and needs of both the congregation and the community.

Upon receiving the consultation report, the team will review it closely. It is common that the entire report is shared with the official body of the church. The team will consider all of the recommendations and the steps that would be needed to implement them. The team may gather additional information that may be needed in order to implement some of the recommendations. If there are any recommendations which the team desires to modify in some way, they are free to do so but the final decision remains in the hands of the official body of the church. The team may also create a suggested time-line for implementing the recommendations. The team will present a final report to the official body of the church for action and adoption.

When the church makes a final decision as to implementing the recommendations, it is very important to be explicit in assigning authority and responsibility along with clear time-lines. A chart similar to the one below may prove to be of assistance.

	Rec. #1	Rec. #2	Rec. #3
Who will do this?			
When will it be done?			
What resources will be needed?			
What questions do we need to answer?			
How much will it cost?			
Other considerations			

Q: What if we need help implementing the recommendations?

A: The consultation report will contain a number of resources for implementation of the recommendations. Beyond this, however, many churches find that they have better results if a professional coach assists them for the first couple of years of the implementation process. DNA Coaching can provide this service. Please contact us for additional information.

## Master Data Sheet

### CHURCH CONTACT INFORMATION

Date:

Name of church:

Physical address:

Mailing address:

Phone number:

Fax number:

Email address:

Web site address:

Senior Pastor:

Contact person for the consultation process:

### FACILITY OVERVIEW

Please describe the church campus including the size of each building, what it is used for and the year in which it was built. Please include a map of the campus if one is available. Photos or digital pictures would also be appreciated.

What is the size of the property owned and used by the church (in acres)?

How many rooms does the church have that can seat 6-12 people?

How many rooms does the church have that can seat 12-25 people?

How many rooms does the church have that can seat 25-50 people?

Do the sanctuary and classrooms have both heating and cooling (air conditioning)?

How large is the main worship space (sanctuary) in square feet or meters?

How large is the lobby/narthex/foyer in square feet or meters?

Does the church have a sign that can be seen from the roadway?

If so, please describe the sign (size, does it contain a message area, how often is the message changed, how close it is to the road, when was it installed, can it be read by an occupant of a car traveling at the legal speed limit, etc.). A picture of the sign would be appreciated.

Through which doors do most people enter when coming to worship services (e.g. main sanctuary doors, side door, kitchen, office complex, etc.)?

Please describe the size, type, content and location of signs which direct guests from the parking lot to the church office and from the parking lot to the main worship space.

Describe the restroom facilities on the church campus (location, number of toilets and urinals in each, if they are handicap-accessible, if they contain a baby changing station, etc.).

Describe the nursery (location, if it is used for another purpose during the week, the ages of children allowed in the nursery, if children in the nursery are divided by age [such as 0-12 months in one section and older children in another], how many weeks per year it is offered, etc.).

How many people can be seated in the sanctuary? (If you are uncertain and have pews, total the length of the pews in feet and divide by 1.7).

What is 80% of this number (answer above times 0.8)?

Please describe the seating in the main worship space (pews, chairs, a combination of both, straight-line or curved, etc.).

How many parking spaces does the church have access to on Sunday morning?

Where are the spaces located (front, back, side, across the street, etc.)?

How many of the spaces are paved?

If the church has any unpaved parking, what kind of surface is it?

If any of the spaces are not owned by the church, please describe who owns them, when the church is allowed to use them and the contract the church has with the owner.

How many entrances are there to the parking area from the roadway?

Is the church incorporated?

If so, what is the official corporate name and the date of incorporation?

What else do you think is important for the consultant to know about the church campus, buildings and facilities?

WORSHIP AND WORSHIP ATTENDANCE

Please describe each worship service: style, kinds of music, who preaches the sermon, is the service offered year-round or is it seasonal, the kind of technology used (overhead projectors, sound system, video projection, etc.), how frequently the service includes drama or sacred dance, the target audience for the service, etc.

Service 1:

Service 2:

Service 3:

Service 4:

Please provide the following information about attendance at the main weekly worship services:

Year	Service #1	Service #2	Service #3	Service #4
Last Year				
2 Years Ago				
3 Years Ago				
4 Years Ago				
5 Years Ago				
6 Years Ago				
7 Years Ago				
8 Years Ago				
9 Years Ago				
10 Years Ago				

What else do you think is important for the consultant to know about the worship services and worship ministry of the church?

MEMBERSHIP

Please provide the following information about membership:

Year	Members at the start of the year	Removed by death	Removed by transfer or other	Received by profession of faith	Received by transfer or other	Members at the end of the year
Last Year						
2 years Ago						
3 Years Ago						
4 Years Ago						
5 Years Ago						
6 Years Ago						
7 Years Ago						
8 Years Ago						
9 Years Ago						
10 Years Ago						

What percentage of new members over the past five years have joined by Profession of Faith (new Christian, conversion growth)?

What expectations does the church have of members? How is this communicated? If you have a membership covenant, please attach it.

Describe the process by which people become members of the church (what are the requirements and steps for joining)?

What else do you think is important for the consultant to know about the membership of the church?

FINANCES

Average weekly income year-to-date:

Please provide the following information about average weekly income:

Last Year		2 Years Ago		3 Years Ago	
4 Years Ago		5 Years Ago		6 Years Ago	
7 Years Ago		8 Years Ago		9 Years Ago	
10 Years Ago					

Does the church receive any income other than offerings (rent, royalties, etc.)?

If so, please list the sources and the amounts.

Does the church have any debt?

If so, please list the creditor, amount and monthly payment for each debt.

Please list any restricted, designated, endowment or similar funds, the amount in each fund and the guidelines for its use. Some possible types of these accounts are listed below.

Type of Fund	Amount	Allowed Uses	Who controls it?
Memorial			
Permanent Endowment			
Capital Improvement			
Building Fund			
Other			
Other			
Other			

Does the church have a safe deposit box?

If so, what is in the box and who can access it?

When did the church last have an audit of its finances? Please attach the summary report to this document.

How many signatures are required on a check from the church?

Which persons are authorized to sign church checks and in what positions do each serve?

Which persons have the authority to direct or approve the writing of a church check?

Is the offering counted by a team of at least two unrelated persons?

Please briefly describe the process by which offerings are collected, stored, counted and deposited (from the time of the offering to the time of deposit).

Does the church conduct an annual Stewardship Campaign or drive?

If so, please describe this process and the results of it.

What is the average annual general budget giving by members of the paid staff (per person)?

What is the average annual general budget giving by elected officers of the church (per person)?

What is the average annual general budget giving per person in worship (total offerings received divided by average worship attendance)?

Record below the average weekly giving of the giving units in the church:

Average weekly giving	Number of giving units
Less than \$5 (<\$260 per year)	
\$5-\$10 (\$260-\$520 per year)	
\$10-\$20 (\$521-\$1040 per year)	
\$20-\$30 (\$1041-\$1560 per year)	
\$30-\$40 (\$1561-\$2028 per year)	
\$40-\$50 (\$2029-\$2600 per year)	
\$50-\$75 (\$2601-\$3900 per year)	
\$75-\$100 (\$3901-\$5200 per year)	
\$100-\$200 (\$5201-\$10,400 per year)	
\$200 (\$10,401 or more per year)	

What else do you think is important for the consultant to know about the finances of the church?

**BUDGET INFORMATION**

Please attach a copy of the current budget and income and expenses year-to-date. Please also provide the following information about the budget:

Year	Total Budget	% spent on staff	% given to missions	% spent on the facility	% spent on advertising	Amount actually spent
Last Year						
2 Years Ago						
3 years Ago						
4 Years Ago						
5 Years Ago						
6 years Ago						
7 Years Ago						
8 Years Ago						
9 Years Ago						
10 Years Ago						

What else do you think is important for the consultant to know about the budget of the church?

**LEADERSHIP DEVELOPMENT**

How much money is invested in training people (other than pastors) in ministry skills and methods (faith-sharing, conducting an effective meeting, leading Bible studies, etc.)? What were these investments?

What ministry training events have been offered over the past twelve months and how many people have participated in them?

What else do you think is important for the consultant to know about the leadership development process of the church?

### COMMUNICATION

Does the church have an answering machine and/or voice mail?

Does the church produce a newsletter?

If so, how often is it produced?

If so, what is the purpose of the newsletter?

If so, how is it distributed (mail, email, web site, by hand, etc.)?

Does the church have a Phone Tree or similar system by which a message can be recorded once and automatically sent to everyone in the church?

Does the church collect the email addresses of all members?

How are email addresses used by the church?

Does the church attempt to collect the email addresses of guests?

Does the church have an Internet connection?

If yes, what kind (dial-up, DSL, cable, etc.) and speed?

Does the church use any wireless Internet devices (wireless access to the Internet which can be shared by several computers at the same time)?

If so, please describe how this wireless access is used and who is allowed to use it?

What else do you think is important for the consultant to know about the communication ministry of the church?

ADVERTISING, OUTREACH AND EVANGELISM

Describe the evangelism methods and process used by the church to introduce new people to Jesus.

Describe the investments the church has made in advertising during the past 12 months.

Describe the process the church uses to help people learn how to share their faith in Jesus with others (such as training events, mentoring, a structured evangelism program/process, etc.)

Describe in detail the specific people the church is focused on reaching. Include descriptors such as age, income, education level, interests, etc.

Who is responsible for overseeing the advertising, outreach and evangelism

ministry of the church (person, team, committee, etc.)?

What are the expectations of the person or group?

Describe the specific steps regularly taken in hospitality and guest follow-up.

What else do you think is important for the consultant to know about the advertising, outreach and evangelism ministries of the church?

DEMOGRAPHIC INFORMATION ABOUT THE COMMUNITY

Gender	Percentage
Male	
Female	
Age	
Under 5	
5-9	
10-14	
15-19	
20-24	
25-34	
35-44	
45-54	
55-64	
65-74	
75+	
Median Age	
Race	
White	
Black/African American	
Asian	
Hispanic	
Mexican	
Puerto Rican	

Cuban	
Other	
Housing Type	
Owner-occupied	
Renter-occupied	
Education (highest level)	
Less than High School	
High School graduate	
Some College	
Associate Degree	
Bachelor's Degree	
Graduate Degree	
Marital Status	
Never married	
Married	
Widowed	
Divorced	
Residence 5 Years Ago	
Same house	
Different house	
Language Spoken at Home	
English-only	
Other than English	
Occupation	
Management, professional	
Service	
Sales and Office	
Farming, Fishing, Forestry	
Construction, Maintenance	
Production, Transportation, Moving	
Household Income	
Less than \$10,000	
\$10,000-\$14,999	
\$15,000-\$24,999	
\$25,000-\$34,999	
\$35,000-\$49,999	
\$50,000-\$74,999	
\$75,000-\$99,999	
\$100,000-\$149,999	
\$150,000-\$199,999	
\$200,000 or more	
% of Population Born in the US	
% of Population Foreign Born	
Total Population	Number:

What else do you think it is important for the consultant to know about the make-up of the community?

### OTHER INFORMATION

List the pastors of the church and their length of tenure over the past 25 years.

Please provide a diagram of the decision-making structure (committees, staff, etc.) of the church.

Please attach a copy of all staff job descriptions and any formal expectations for committees or work groups in the church.

How are first-time guests identified and information gathered from them?

What specific steps are taken to follow-up on first time guests?

### PRINTED MATERIALS

Please attach a copy of each of the following:

- Recent Sunday morning church bulletin

- Recent newsletter

- The information given to first time guests

- Other informational brochures or flyers about the church

- Any ads placed in the newspaper, phone book, etc.

- The most recent pictorial directory

- Informational videos, CD's, etc. produced by/about the church

SUMMARY OF THE WORSHIP SURVEY

Enter the data from the worship survey in the chart below.

Gender	Number in each category
Male	
Female	
Age	
10-14	
15-19	
20-24	
25-34	
35-44	
45-54	
55-64	
65-74	
75+	
Race	
White	
Black/African American	
Asian	
Hispanic	
Mexican	
Puerto Rican	
Cuban	
Other	
Housing Type	
Owner-occupied	
Renter-occupied	
Education (highest level)	
Less than High School	
High School graduate	
Some College	
Associate Degree	
Bachelor's Degree	
Graduate Degree	
Marital Status	
Never married	
Married	
Widowed	
Divorced	
Residence 5 Years Ago	
Same house	
Different house	
Occupation	
Management, professional	

Service	
Sales and Office	
Farming, Fishing, Forestry	
Construction, Maintenance	
Production, Transportation, Moving	
Household Income	
Less than \$10,000	
\$10,000-\$14,999	
\$15,000-\$24,999	
\$25,000-\$34,999	
\$35,000-\$49,999	
\$50,000-\$74,999	
\$75,000-\$99,999	
\$100,000-\$149,999	
\$150,000-\$199,999	
\$200,000 or more	
Born in the US	
Foreign Bom	
Church Membership Status	
Member	
Non-member	
Years Attending the Church	
Less than 1 year	
1-3 years	
4-6 years	
7-9 years	
10 or more years	
Miles Driven to Church	
Less than 1 mile	
1-3 miles	
4-6 miles	
7-9 miles	
10 or more miles	
Percentage of Income Given to Church	
Less than 1%	
1-3%	
4-6%	
7-9%	
10% or more	
Weekly Bible Reading	
Less than 1 time	
1-3 times	
4 or more times	
Monthly Church Attendance (Worship)	
Less than 1 time	

1-2 times	
3 times or more	
Three things most liked	Record on a separate page and attach
Two things most want to see done	Record on a separate page and attach
What is the mission of the church?	Record on a separate page and attach
Rate the following on a scale of 1-10	
Appearance of the church	
Quality of the music	
Trust of the leaders of the church	
Your worship service	
How welcomed you first felt	
How connected you are to others	
The sermon/message	
Best years are in the future	
Your commitment to Christian faith	
Your comfort sharing your faith	
How much faith impacts your action	
Involvement in hands-on ministry	
Participation in small group ministry	

SUMMARY OF THE LEADERSHIP SURVEY

Enter the data from the leadership survey in the chart below.

Gender	Number in each category
Male	
Female	
Age	
10-14	
15-19	
20-24	
25-34	
35-44	
45-54	
55-64	
65-74	
75+	
Race	
White	
Black/African American	
Asian	
Native American	
Multiracial	
Hispanic	

Mexican	
Puerto Rican	
Cuban	
Other Latino	
Years Attending the Church	
Less than 1 year	
1-3 years	
4-6 years	
7-9 years	
10 or more years	
Percentage of Income Given to Church	
Less than 1%	
1-3%	
4-6%	
7-9%	
10% or more	
Weekly Bible Reading	
Less than 1 time	
1-3 times	
4 or more times	
Monthly Church Attendance (Worship)	
Less than 1 time	
1-2 times	
3 times or more	
What is the mission of the church?	Record on a separate page and attach
Greatest thing about the church	Record on a separate page and attach
Greatest challenge facing the church	Record on a separate page and attach
Most important next steps	Record on a separate page and attach
Rate the following on a scale of 1-10	
Our pastor is a leader	
Our pastor is a visionary	
Our pastor is trusted by the church	
Our pastor is a great preacher	
Our pastor invests in leaders	
Our leaders work with the pastor	
Our leaders work with each other	
Our leaders handle conflict well	
Our leaders demonstrate maturity	
Our leaders set a positive example	
Decisions are made efficiently	
The best days are in the future	
I am willing to make changes	
I am willing to give more money	
Caring for community and church	
I want to see more people in church	

Attach a summary sheet listing the responses to question 13 (What else does the consultant need to know to really understand this church?).

**APPENDIX**

Contents:

- The Worship Survey
- The Leadership Survey
- The Staff Survey

**WORSHIP SURVEY**  
**MINISTRY PERFORMANCE REVIEW**

Dr. Don Nations, DNA Coaching, 2004-6 – All rights reserved

1. Male\_\_\_\_\_ Female\_\_\_\_\_
2. Age:\_\_\_\_\_10-14 \_\_\_\_\_15-19 \_\_\_\_\_20-24 \_\_\_\_\_25-34 \_\_\_\_\_35-44  
\_\_\_\_\_45-54 \_\_\_\_\_55-64 \_\_\_\_\_65-74 \_\_\_\_\_75+
3. Race/ethnicity:\_\_\_\_\_White (non-Hispanic) \_\_\_\_\_Black/African-American  
\_\_\_\_\_Asian \_\_\_\_\_Native American \_\_\_\_\_Multiracial  
Hispanic:\_\_\_\_\_Mexican \_\_\_\_\_Puerto Rican \_\_\_\_\_Cuban  
\_\_\_\_\_Other Latino
4. Do you \_\_\_\_\_own or \_\_\_\_\_rent the home in which you live?
5. What is the highest level of education you have completed?  
\_\_\_\_\_Less than high school \_\_\_\_\_High School graduate  
\_\_\_\_\_Some college \_\_\_\_\_Associate degree \_\_\_\_\_Bachelor's degree  
\_\_\_\_\_Graduate degree
6. Marital Status:\_\_\_\_\_Never Married \_\_\_\_\_Married \_\_\_\_\_Widowed  
\_\_\_\_\_Divorced, Not Remarried
7. Are you living in the same house in which you resided five years ago?  
\_\_\_\_\_Yes \_\_\_\_\_No
8. Occupation:\_\_\_\_\_Management, Professional \_\_\_\_\_Service  
\_\_\_\_\_Sales and Office \_\_\_\_\_Farming, Fishing, Forestry  
\_\_\_\_\_Construction, Maintenance  
\_\_\_\_\_Production, Transportation, Moving
9. Household Income:\_\_\_\_\_Under \$10,000 \_\_\_\_\_\$10,000-\$14,999  
\_\_\_\_\_ \$15,000-\$24,999 \_\_\_\_\_\$25,000-\$34,999  
\_\_\_\_\_ \$35,000-\$49,999 \_\_\_\_\_\$50,000-\$74,999  
\_\_\_\_\_ \$75,000-\$99,999 \_\_\_\_\_\$100,000-\$149,999  
\_\_\_\_\_ \$150,000-\$199,999 \_\_\_\_\_\$200,000 or more
10. Were you born in the United States?\_\_\_\_\_Yes \_\_\_\_\_No
11. Are you a member of the church?\_\_\_\_\_Yes \_\_\_\_\_No

12. How long have you been attending this church? \_\_\_\_\_ Less than 1 year  
\_\_\_\_\_ 1-3 years \_\_\_\_\_ 4-6 years \_\_\_\_\_ 7-10 years \_\_\_\_\_ 10+ years
13. How far do you drive to church? \_\_\_\_\_ Less than 1 mile \_\_\_\_\_ 1-3 miles  
\_\_\_\_\_ 4-6 miles \_\_\_\_\_ 7-10 years \_\_\_\_\_ 10+ miles
14. What percentage of your income do you give to the church?  
\_\_\_\_\_ Less than 1% \_\_\_\_\_ 1-3% \_\_\_\_\_ 4-6% \_\_\_\_\_ 7-9%  
\_\_\_\_\_ 10% or more
15. How often do you read a Bible each week? \_\_\_\_\_ Less than 1 time  
\_\_\_\_\_ 1-3 times \_\_\_\_\_ 4 or more times
16. How often do you attend church each month? \_\_\_\_\_ Less than 1 time  
\_\_\_\_\_ 1-2 times \_\_\_\_\_ 3 or more times
17. List the three things you most like about this church.
  
18. List the two things you most want to see the church do in the future.
  
19. In your own words, what is the mission of this church?
  
20. Using a scale of 1 to 10 (10 being high), please rate the following:
  - a. The appearance of the church \_\_\_\_\_
  - b. The quality of the music \_\_\_\_\_
  - c. The degree to which you trust the leaders of the church \_\_\_\_\_
  - d. The worship service you attend \_\_\_\_\_
  - e. How welcomed you felt at the first service you attended here \_\_\_\_\_
  - f. How connected you feel to the other people at the church \_\_\_\_\_
  - g. The sermon/message \_\_\_\_\_
  - h. Your confidence that the church's best years are in the future \_\_\_\_\_
  - i. Your commitment to the Christian faith \_\_\_\_\_
  - j. The degree to which your faith impacts how you live your life \_\_\_\_\_
  - k. Your comfort sharing your faith in Jesus with others \_\_\_\_\_
  - l. How involved you are in hands-on ministry through the church \_\_\_\_\_
  - m. The degree to which you participate in small group ministry \_\_\_\_\_

**LEADERSHIP SURVEY**  
**MINISTRY PERFORMANCE REVIEW**

Dr. Don Nations, DNA Coaching, 2004-6 – All rights reserved

1. Male\_\_\_\_\_ Female\_\_\_\_\_
2. Age:\_\_\_\_\_10-14 \_\_\_\_\_15-19 \_\_\_\_\_20-24 \_\_\_\_\_25-34 \_\_\_\_\_35-44  
\_\_\_\_\_45-54 \_\_\_\_\_55-64 \_\_\_\_\_65-74 \_\_\_\_\_75+
3. Race:\_\_\_\_\_White \_\_\_\_\_Black/African-American \_\_\_\_\_Asian  
Hispanic:\_\_\_\_\_Mexican \_\_\_\_\_Puerto Rican \_\_\_\_\_Cuban  
\_\_\_\_\_Other
4. How long have you been attending this church?\_\_\_\_\_Less than 1 year  
\_\_\_\_\_1-3 years \_\_\_\_\_4-6 years \_\_\_\_\_7-9 years \_\_\_\_\_10+ years
5. What percentage of your income do you give to the church?  
\_\_\_\_\_Less than 1% \_\_\_\_\_1-3% \_\_\_\_\_4-6% \_\_\_\_\_7-9%  
\_\_\_\_\_10% or more
6. How often do you read a Bible each week?\_\_\_\_\_Less than 1 time  
\_\_\_\_\_1-3 times \_\_\_\_\_4 or more times
7. How often do you attend church each month?\_\_\_\_\_Less than 1 time  
\_\_\_\_\_1-2 times \_\_\_\_\_3 or more times
8. In your own words, what is the mission of the church?
  
9. What is the greatest thing about being part of this congregation?
  
10. What is the greatest challenge facing this church?
  
11. What do you feel are the most important “next steps” for this church?

12. On a scale of 1 to 10 (10 being high), please rate the level of your agreement with the following statements:

- a. our pastor is a leader and makes things happen\_\_\_\_\_
- b. our pastor is a visionary and helps prepare us for the future\_\_\_\_\_
- c. our pastor is trusted by the congregation\_\_\_\_\_
- d. our pastor is a great preacher\_\_\_\_\_
- e. our pastor invests in leaders and equips them for ministry\_\_\_\_\_
- f. our leaders work well with the pastor\_\_\_\_\_
- g. our leaders work well with each other\_\_\_\_\_
- h. our leaders handle conflict in a positive way\_\_\_\_\_
- i. our leaders demonstrate maturity in their faith\_\_\_\_\_
- j. our leaders set a positive example for others in the church\_\_\_\_\_
- k. decisions are made in an efficient and timely manner\_\_\_\_\_
- l. the best days of the church are in the future\_\_\_\_\_
- m. I am willing to make significant changes to help the church\_\_\_\_\_
- n. I am willing to give more money to underwrite the cost of change\_\_\_\_\_
- o. The church needs to care for the people in the community as much as it cares for the people in the church\_\_\_\_\_
- p. I want to see more people in the church even if the people are very different from me (race, ethnicity, language, income, etc.)\_\_\_\_\_

13. What else does the consultant need to know to really understand this church?

**STAFF SURVEY**  
**MINISTRY PERFORMANCE REVIEW**

Dr. Don Nations, DNA Coaching, 2004-6 – All rights reserved

The information you provide in this survey will be submitted directly to the consultant. It is not anticipated that your responses will be read by anyone other than the consultant. Your responses are important and can impact the consultation report. Thank you for your responses.

1. Staff Position:

2. Age:

3. Educational Background:

Educational Degree	School, University, Seminary	Year of Graduation

4. Level of ministerial credentialing (if applicable):

5. List your top three spiritual gifts:

6. Your DISC Profile (from the Discovering Your DNA instrument):

7. Length of time serving in this congregation:

8. What percentage of your income do you give to the church?

\_\_\_\_\_ Less than 1%    \_\_\_\_\_ 1-3%    \_\_\_\_\_ 4-6%    \_\_\_\_\_ 7-9%

\_\_\_\_\_ 10% or more

9. What is the greatest thing about serving in this congregation?

10. What is the greatest challenge currently facing this church?

11. What do you feel are the most important “next steps” for this congregation?

12. How long would you like to serve at this congregation?

13. List the Continuing Education you have completed in the past 24 months.

Feel free to include books read, conferences attended, workshops in which you have participated, etc.

CE Event	Date	Key Learning

14. Describe the make-up of the congregation (age, ethnicity, energy level, seasonal attendance changes, etc.).

15. Describe the major events in the life of the congregation over the past 20 years and the impact each had on the congregation.

16. Describe your leadership style and how you work with others.

17. Describe the style, format and target audience for each worship service.

18. Please list 5-10 words and/or phrases that best describe you.

19. Please list 5-10 words and/or phrases that best describe the church.

20. What else does the consultant need to know to really understand this congregation?

## **ABOUT THE AUTHOR - Rev. Dr. Don Nations**

Don is the Founder and Lead Coach for DNA Coaching. He also serves as a Senior Associate with Griffith Coaching and used to serve as the Senior Pastor of Edgewater UMC and the Director of the South Sarasota Teaching Parish - a cooperative parish ministry focused on transforming two congregations and providing continuing education for the strengthening of ministry. Don has planted a church and led successful transformation efforts in previous appointments. He is a graduate of Florida Southern College (B.S.), Asbury Theological Seminary (M. Div.) and Columbia Theological Seminary (D. Min.). Don has extensive training in church consulting, church planting, assessment and coaching leaders. He has led seminars and workshops on small group leadership, financial planning, advertising and marketing, reaching pre-Christian people, starting new worship services, change and many other subjects. Don has written a book on church transformation, developed several consultation tools and published devotional material in *The Upper Room* and on the Internet. His other publications range from articles on ministry with and to those infected/affected with HIV/AIDS to culture change and ethics. He has held numerous leadership positions in the Florida Conference of the United Methodist Church.

Don has completed Consultant I and II training and interned with Bill Easum. He has completed Level I and II consultant training with Tom Bandy and Tom is the editor of Don's book on church transformation. He has served as a focus coach at CMTC's Church Planter's Boot Camp and has completed the National Coaching Certification process with Inquest Ministries, Natural Church Development and CoachNet. He is a Certified Human Behavior Consultant with Personality Insights.

Don is married to Susan and they have four sons. Susan is an elementary literacy coach, author and national consultant in the field of early childhood literacy. She was named 2004-2005 Teacher of the Year in her county.

Don is available to consult with churches, coach pastors and congregations, assess ministry candidates, lead workshops, conduct self-understanding and team-building events and work with judicatories. Inquiries may be directed to [don@dnacoaching.com](mailto:don@dnacoaching.com).

## **ABOUT DNA COACHING**

DNA Coaching was founded by Dr. Don Nations in response to an increasing number of requests for professional coaching and consulting services from local churches and judicatories. DNA Coaching offers a variety of services including the following:

- church consultations
- coaching clergy leaders
- coaching congregations
- keynote speaking
- presenting workshops on a wide variety of topics
- working with judicatories to create a healthy church planting system
- working with judicatories to implement transformation across the regional body
- customizing transformation tools for judicatories
- The Church Transformation Survey (available for licensing)
- statistical analysis of data related to transformation efforts
- development of web-based resources and learning tools
- assessing prospective church planters
- training church planters and transformation leaders

The DNA Coaching team looks forward to supporting your efforts to help more people meet, know and serve Jesus.

For more information about DNA Coaching, visit us online at [www.dnacoaching.com](http://www.dnacoaching.com) or email us at [don@dnacoaching.com](mailto:don@dnacoaching.com).