

MISSION STUDY DESIGN GUIDE
(For Congregational Study)

OBJECTIVES OF A MISSION STUDY

1. To discover and express the mission and ministry of the congregation and to build consensus and support for that ministry and mission among the leaders and members of the congregation.
2. To explore new areas of ministry within the congregational life.
3. To further the ministry and mission of the Presbyterian Church in this area.
4. To discover and state what needs to be preserved, strengthened and changed based on the future needs of the church.
5. To evaluate staffing needs and the specific skills and abilities required of staff.

THE MISSION STUDY PROCESS

1. Selection of the Mission Study Committee.
2. First meeting scheduled with Presbytery staff for orientation.
3. The Mission Study is conducted and completed.
4. The Mission Study presented to Session for review.

FIRST MEETING

1. Gather information on names, chairs, secretaries, etc.
2. Negotiate meeting schedule.
3. Share each member's story of involvement with church.
4. Distribute Mission Study Design Guide.
5. Review the "Objectives of a Mission Study," and the "Church and Its Mission" statements to reflect upon how the study fits into the life and mission of the particular congregation and of the whole church.
6. Outline the Mission Study process.
7. Share the "Suggested Outline for Mission Study."
8. Assign tasks for the next meeting.

SECOND MEETING

1. Any questions since last meeting.
2. Discuss and design process for gathering and giving information from/to congregation.
3. Review Membership report (2 people).
4. Review Properties report (1 person).
5. Review Worship and Attendance report (1 person).
6. Review Educational Programs report (1 person).
7. Other Programs report (1 person).
8. Mission Causes (1 person).
9. Boards (1 person).

THIRD MEETING

1. Any questions since last meeting.
2. Review remainder of reports from last meeting.
3. Assign general "editor(s)" with good writing/editing skills and, if possible, access to computer for putting together reports.
4. Assignment: Develop a list of those activities, programs, services and causes that you wish to see **PRESERVED**: preserved with few or no changes; **STRENGTHENED**: continued with significant changes; or, **CHANGED**: eliminated or begun.

FOURTH MEETING

1. Any questions since last meeting.
2. Review Preserve/Strengthen/Change.
3. Begin discussion of strengths and weaknesses.
4. Assign small group to write Preserve/Strengthen/Change.
5. Assignment: What do you believe should be the five-year goals for your church? (i.e. what should be its mission and ministry?)

1. Any questions since last meeting.
2. Review Goals/Mission/Ministry (both the committee members' opinions and those of the congregation).
3. Assign editors the task of writing any summary statements and other narrative material for the Mission Study. Use other people in the congregation to read over the documents and give objective feedback.

SIXTH MEETING

1. Arrange to put into final form for Session review.

The following questions and comments will serve as a guideline for the development of the report. Pick and choose what questions or suggested format will provide the clearest description of the membership of _____ Church.

1. Prepare a membership graph for the last 5-10 years. Indicate the current number of males and females.
2. What occupations are represented among your members? What educational levels?
3. Where do the members live in relationship to the church? You may wish to gather this information by zip codes or by the creation of a map with mileage radius markers and membership located.
4. Describe your congregation at worship. Include information about visitors as well as members; racial make-up, ages, gender and anything else that you think is significant.

WORSHIP AND ATTENDANCE REPORT

1. Describe the Sunday morning service of worship at your church. Be sure to include any special or unique parts of the service. Describe any changes which have occurred in the service over the past five years.
2. Describe any special or seasonal services of worship as well as any mid-week services.
3. Give the average, high and low attendance at worship during the previous year. Mention any seasonal fluctuations of which you are aware.

1. Describe the area served by the church. Specify the radius or distances used. Where is the church located? What kind of community surrounds the church? Do commercial or industrial areas exist nearby? What lifestyles, housing patterns, employment and economic concerns are in evidence? How does the membership of the church compare with the neighborhood?
2. What are the major issues that face your community now and in the years ahead? How has your church responded to past needs of the community and how is it likely to respond in the future?

EDUCATIONAL PROGRAMS REPORT

1. Describe the educational programs in which your church is involved and the facilities which are used by each program. Be sure to include adult education, leadership development (church officer training, teacher training) and any weekday programs.
2. Make a list of all church school classes by age/grade and give the number enrolled and the curriculum used.

REPORT ON OTHER PROGRAMS

1. Describe programs which are not considered part of the educational program. Be sure to include all organizations and activities which are a part of the ministry or mission of the church.
2. Tell the approximate number of people involved in each program and the frequency of occurrence. Also note if there is staff participation or leadership expected.

REPORT ON THE PROPERTIES

1. Describe your church's buildings and location. Be sure to include the general uses of each building.
2. If the church owns a manse (or manses) include a brief description including the location.

1. List all the mission causes in which your church is involved. Indicate whether each is denominational, non-denominational, and local.
2. Include amounts of money given and what percentage of the total budget that amount is. Also indicate if the support of a cause is other than financial.

REPORT OF THE BOARDS OF THE CHURCH

1. Describe the functioning of the boards of your church and the committee structure of those boards.
2. What time commitment is expected on staff in working with the boards and their committees.

The order of the Mission Study may differ slightly from the order required by the Church Information Form. The order here provides for a smooth flow for the Mission Study.

1. **COVER** - Name of the Church, Date, "Mission Study," Picture/Design
2. **INSIDE TITLE PAGE** - Committee members, resource people
3. **PURPOSE STATEMENT**
4. **GOALS AND OBJECTIVES** or Preserve, Strengthen, Change List
5. **BRIEF HISTORY OF CHURCH**
6. **DESCRIPTION OF PARISH AREA** (Demographics, etc.)
7. **COMMUNITY INFORMATION** (Concerns and Problems)
8. **MEMBERSHIP INFORMATION**
9. **WORSHIP AND ATTENDANCE**
10. **EDUCATIONAL AND OTHER PROGRAMS, ORGANIZATIONS, and ACTIVITIES** (Include committee structure and each committee's responsibilities.)
11. **BRIEF DESCRIPTION OF PROPERTY**
12. **FINANCIAL SECTION** (Budget and Mission Support)
13. **STAFF POSITION DESCRIPTION**
14. **APPENDIX** (Sample bulletins, charts, other information)