

# Preparation Checklist for Weekend Consultation

## Steps Toward Consultation

- 1) **Form a Prayer team** – This team will commit to pray regularly for transformation. For description of team duties see pages 71-73 of “Direct Hit, Aiming Real Leaders at the Mission Field” by Paul Borden.
- 2) Discuss with and gain District Superintendent’s (DS) support and signature.
- 3) Vote of Council to enter a Growing Effective Churches Initiative
- 4) Complete Initiative application and return application to the Growing Effective Churches office.
- 5) Consultation weekend will be set by Growing Effective Churches (ordinarily 3 months before the consultation).
  - Materials for the weekend, including Assessment Exercise, Congregational Self Study and Church Snap Shot are available in a Drop Box (Details will be given to you by the Administrative Assistant of GEC. It can be sent to you if necessary). Begin working on the Self-Study as soon as possible.
  - The Congregational Self Study and Church Snap Shot should be emailed to the consultant, coach and DS. The assessment exercise with tabulation of totals of each column at the bottom should be scanned and emailed as well. Digital copies worship services (if services are different from each other a recording of each one is expected but not in services with duplicate styles) should be sent to the team as well.
  - You will be assigned to a Peer Mentoring Group that will meet a day each month usually from 9:30 to 2:30. That group will begin when at least six or more pastors and a leader are able to begin meeting and will continue for 12 months.
- 6) Pre-Consultation Orientation with leaders, led by Consultant– 4-6 weeks prior to the consultation weekend. This will be set by the consultant about three months prior to the consultation.

- 7) The Church's Fee for the Growing Effective Churches Initiative including the consultation is as follows:

Church Attendance (over the last 3 years)	Approved Application	Acceptance of Report	1 Year after Church Conference
100 Avg. Attendance	\$ 500	\$ 500.	\$ 500.
100 – 200 Avg. Attendance	\$1,000	\$ 500.	\$ 300.
200 - 250 Avg. Attendance	\$1,500	\$ 500.	\$300.
Fees for Pastors	\$ 350.	\$ 350.	

Make your check payable to *Susquehanna Conference UMC*, send to the attention of Peggy Spengler, Growing Effective Churches, 303 Mulberry Drive, Suite 105, Mechanicsburg, PA 17050.

- 8) The Pastor's Fee for the Effective Churches Initiative including the consultation and Peer Mentoring Group is \$750.

## Pastor Survey

The church pastor will need to take the following surveys and include them with the Self-Study submitted prior to the weekend consultation:

- DISC personality inventory – found online at [www.pdiprofile.com](http://www.pdiprofile.com) (\$22 online)
- Include the results in the church's Self-Study report.

## One Month Prior to Consultation

- Pastor and congregation continue praying about the upcoming church consultation.
- Pre-Consultation Orientation – led by Consultant.
- All self-study materials for consulting team must be submitted by this time to the Consultant.
- Recruit the people for the focus group and inform staff and leaders of their expected participation in the weekend (see below for specifics).

## One Week Prior to Consultation

Submit the following to the Consultant and Growing Effective Churches electronically:

- The Friday interview schedule including names and times of interviews.
  - The list of all who will attend the Friday night Focus Group.
  - The list of all who will attend the all-day Saturday session.
  - The schedule for Sunday morning worship (decided in consultation with Consultant).
  - Dates for your Q & A Events after the weekend (2- 3), and Church Conference date.
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## Consultation Weekend

### Friday

**Team organizes**

**8:30am-9:00am**

**Pastor(s) Interview(s)**

**9:00am- 11:30am**

**Interviews**

**1:00 – 5:00pm**

- Set up 30-minute interview times with each of the paid staff people (ministry staff, administrative assistant/secretary and key leaders). If you have a preschool or day care program, the director should be included in the interview schedule. We want 8 interviews plus the pastor. The interviews will conclude by 5:00 p.m.
- The 8 interviews should include those people whom you believe are the most influential members of your congregation (regardless of staff position or office), as well as paid staff. Please discuss who will be invited to the interviews with the lead Consultant about one month prior to the consultation.
- Please write up a schedule for the interviews and forward a copy to the Consultant, at least one week before the church consultation

**Supper with Pastor, Spouse and Consultant**

**5:00-6:45pm**

- The dinner is provided by the lead Consultant at a restaurant of the pastor's choosing.
  - This is an opportunity to hear from the pastor's spouse how things are going in the congregation.
  - We will be back at church by 7:00 for the focus group.

# Friday continued

## Focus Group

**7:00-8:00pm**

- This is a group of members which represent a cross-section of the congregation. They should not be staff or leaders or relatives of staff or leaders. Very simply, these are people who are regular in worship but have no leadership responsibilities. Work to get the most diverse group possible (however, diversity as seen in your church: age, long time/short time involvement, education, etc.) Aim at 12-18 people to be present. Send invitations that require a response. Follow up by telephone as needed. The pastor is not a member of the Focus Group.
  - The Focus Group will begin at 7:00 and end by 8:30 p.m.(or earlier). It is good for the pastor to introduce the consultant who will lead the focus group and then leave for the evening.
  - Submit the names of these individuals to the Consultant at least one week prior to the church consultation.
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# Saturday

- Supplies:
  - Flipchart & markers
  - Large (poster sized) Post-it notes
  - Screen for projecting and projector (or TV) if possible
  - Name tags

## Registration and gathering

**8:30-9:00am**

- Have coffee available.

## Focus Group

**9:00-10:00am**

- Focus group (all members of Council, Trustees, PPRC, Ministry Committee, etc.) meets with consulting team. Coach leads this session.

## Teaching Session

**10:15am-3:00pm**

- All staff (paid and volunteer) and the leadership of the congregation are requested to attend this 10am to 3pm session. The lead Consultant will be providing teaching which is designed to move people from maintenance to missional thinking. This is a "must meeting" for staff and leadership in order that attitudes and commitment to mission can be developed.
- Please arrange for a lunch to be provided for all participants and the consultation team.
- Send an invitation to participants of this session requiring a response. Follow up by telephone as needed.
- Please submit a list of all participants in this session to the Consultant at least one week before the consultation weekend.

# Saturday continued

## Report Written

3:00-?pm

- The consultation team will meet to draft the report to the congregation which will be submitted at the end of worship on Sunday.
  - Please provide a room at the church where the team can meet that has Wi-Fi access. (A copy of the report will be given to the pastor, on Sunday morning.)
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# Sunday

## Final Review of Report

1½hr prior to worship

- Pastor will meet with the consultation team to review the report.
- The pastor will arrange for copies of the report to be run and given to a member of the consultation team. These will be distributed at the Consultant's direction during the reading of the report.

## Worship/Presentation of Report

? am

- One of the members of the consultation team will deliver the sermon, and the pastor of the congregation will help lead worship.
- The schedule for the morning needs to include time for worship (45min) and for the report to be presented. This should occur in the sanctuary. It is up to the consultant whether or not to include a "standup break" after worship.
- It is important to share the dates for the upcoming Q & A Events (to discuss the report), probably 2-3 of these, and the date of the Church Conference for the vote on the prescriptions. These dates will be in the report.

## 4-6 Weeks Post-Consultation

During this period of time, the pastor and congregation will decide whether or not to accept or prescriptions offered by the consultation team. If the prescriptions are adopted the Coach will assist for at least the next year.

- Consultation Team is to electronically submit the report and prescriptions to Peggy Spengler at the office of Growing Effective Churches, [gecoffice@susumc.org](mailto:gecoffice@susumc.org).

**If you have any questions about the church consultation, please contact the Consultant for the weekend or Dennis Otto, Director of Growing Effective Churches, [dotto@susumc.org](mailto:dotto@susumc.org).**