

## **How to Document Your Church's As-Is Systems in 90 Minutes or Less.**

Before we can effectively improve our systems (i.e. strategies) for helping more people become Christlike disciples, we have to know what our current systems are. A system is a set of strategies with a desired outcome.

This document will not be evaluated by anyone nor published anywhere. It is intended to be one of several diagnostic tools that will help your local leadership and your ZF process which system to improve next.

The smaller the church, the less need there is for formal systems. A lot of good ministry happens informally. If some of your systems are more informal, just document what happens informally.

Please do not include plans or philosophy in this document. This is strictly for documentation of as-is systems, step by step.

- **Loving Relationships / Assimilation**
  - How does your church connect with newcomers?
  - What strategies do you employ to help newcomers connect with the ministries and people of your church?
  - What is the end goal of your assimilation system? What system(s) does it feed into?
  - Think of someone who is a regular attender now but was not a year or more ago. What steps did that person take toward assimilation.
- **Need-oriented Evangelism**
  - What are the common ways people are given the opportunity to become followers of Jesus through your church?
  - How do you follow up on those who make decisions to begin following Jesus?
  - How do you train and motivate your church to personally engage in need-oriented evangelism?
  - Think of one or two who have begun following Jesus in recent memory. How were they led into that decision? How have they been helped since?
- **Empowering Leadership**
  - How do you develop leaders?
  - Think of someone who is in leadership now that was not a year or more ago. What steps did they take into that role and how are they being developed now?
  - How do you cast vision and build teams to achieve mission?
- **Gift-Based Ministry**
  - How do you help people discover their place and their giftedness?
  - How do you recruit, assess, and deploy people into ministry roles?
  - How do you support those who are in ministry roles?

- Think of someone who is serving now who was not a year or more ago. How were they recruited, assessed, and deployed?
- **Passionate Spirituality / Stewardship**
  - How do we develop generous givers?
  - How do we measure desired outcomes in people's lives? How many in our church attend worship regularly, participate in a discipleship ministry, give regularly through tithes & offerings, practice personal spiritual disciplines, and serve in a regular ministry role? Are there other desired outcomes in people's lives that would be indicators of a passionate spirituality?
- **Effective Structures / Strategy**
  - How does the church calendar take shape?
  - How is the church budget written and managed?
  - Does the church have an organizational chart showing who is responsible for whom and who answers to whom?
  - Does the church have written ministry descriptions for each ministry role?
  - How are goals set and plans made to achieve those goals?
  - Who knows the mission, vision, and values of the church? How are these communicated?
- **Inspiring Worship**
  - How is the preaching plan prepared?
  - How are sermons prepared?
  - How do the leaders involved in worship coordinate their plans for the service? (music, tech, preaching, arts, greeters, ushers)
  - How do we promote upcoming services?
  - How do we measure the inspirational impact of our services?
- **Holistic Small Groups /SDMI**
  - What are the small group (and 1-on-1) discipleship ministries of our church?
  - How do we train group leaders?
  - How do we grow and multiply (i.e. manage) our discipleship groups?