

Early Assessment of Interim Assignment

The interim pastor is asked to use the following form to assist in evaluating a new interim assignment in the first six weeks, and then submit it to the Office of the Bishop. Use this form to help identify areas to address during the interim.

Church Name _____ City _____

Interim Pastor _____ Date _____

1. Attendance Trends

What is the average worship attendance in the current year? _____

What was last year's worship attendance reported to the ELCA? _____

Has there been a change in worship attendance during the past two years? Yes No

If so, to what do people attribute this?

2. Financial / Stewardship Trends

Is the financial situation stable or unstable? Stable Unstable

Has there been a marked change in the financial situation? Yes No

If so, to what do people attribute this change?

Does the situation indicate readiness to support a called pastor? Yes No

When was the last audit by the Audit Committee? _____

Are audits conducted annually? Yes No

Is there an annual Stewardship Pledge Drive? Yes No

What percentage of the congregation pledges annually? _____%

3. Congregational Participation Trends

What are people saying about volunteer participation?	High	Med	Low
What are people saying about event participation?	High	Med	Low
Do people feel connected to ministries of the congregation?	Yes	No	
Has there been a recent change in volunteer & event participation?	Yes	No	
If so, to what do people attribute this change?			

4. Leadership Trends

What's the congregation's trust level in their elected leadership?	High	Med	Low
Do leaders feel adequate to their task?	Yes	No	
Are there any signs of burnout?	Yes	No	
Does the congregation have a history of leader/participant burnout?	Yes	No	
How is communication between leadership and the congregation?	High	Med	Low
Is the leadership using their constitution as a guide for their leadership?	Yes	No	
Is there a long-range strategic plan?	Yes	No	
If so, when was it last reviewed or revised?			

5. Organization for Ministry

Is there a clear internal structure to the organization for ministry?	Yes	No
Is the structure working to effectively deliver ministry?	Yes	No
If not, to what do people attribute this?		

Is there appropriate accountability/communication between leadership & ministries?	Yes	No
Are all ministry teams/committees functioning?	Yes	No
Are new people welcomed into existing structures of leadership?	Yes	No
Is there a clear mission/vision statement?	Yes	No

8. Conclusions

Is the situation as you expected to find it as described
by the Office of the Bishop?

Yes No

What appears to be the primary gift of this congregation?

What stands out as troublesome/challenging for this congregation?

List any other areas that need addressing that are not mentioned above.

My name entered here constitutes my electronic signature to this report and attests that all information is true and accurate to the best of my knowledge:

_____ Date: _____

Transmittal Instructions:

E-mail copies of this report to: Assistant to the Bishop Connie Schmucker at **ConnieS@fbsynod.org**

OR

You may print and mail a copy of this report to: **Office of the Bishop
Florida-Bahamas Synod ELCA
3838 W Cypress St
Tampa, FL 33607**