

Healthy Church Assessment Tool Leader Helps

Transformational Church Assessment by LifeWay.com staff on Wednesday, May 12, 2010

Starting Steps for the Leader

Step 1

- Go to www.aghealthychurch.com/assessment
- Pick the correct assessment according to your average weekly attendance
- Get your “Passcode” at the end of the purchase process.

The screenshot shows a Mozilla Firefox browser window displaying a LifeWay website. A pop-up window titled "Retrieve Password(s)" is overlaid on the page. The pop-up contains the following text:

Thank you for purchasing the Transformational Church Assessment Tool.

Your product is: Transformational Church Assessment Tool (250-499)
Church Congregation Greater Than 250 and Less Than 499

Your passcode is:

Click here to register yourself as the leader for your church:
<http://tc.lifeway.com/>

Note: the first to use the passcode will have access to all the reports and tools, including the ability to allow other leaders to see these as well.

Click here for leader helps such as a timeline, FAQ's, and promotional tools: <http://www.lifeway.com/tcleaderhelps/>

Thank you for valuing transformation.

A red arrow points to the passcode input field. The background website shows a shopping cart with a total price of \$350.00 and a final total of \$382.38. The footer of the website includes copyright information for 2001-2010 and a list of partner websites.

Step 2

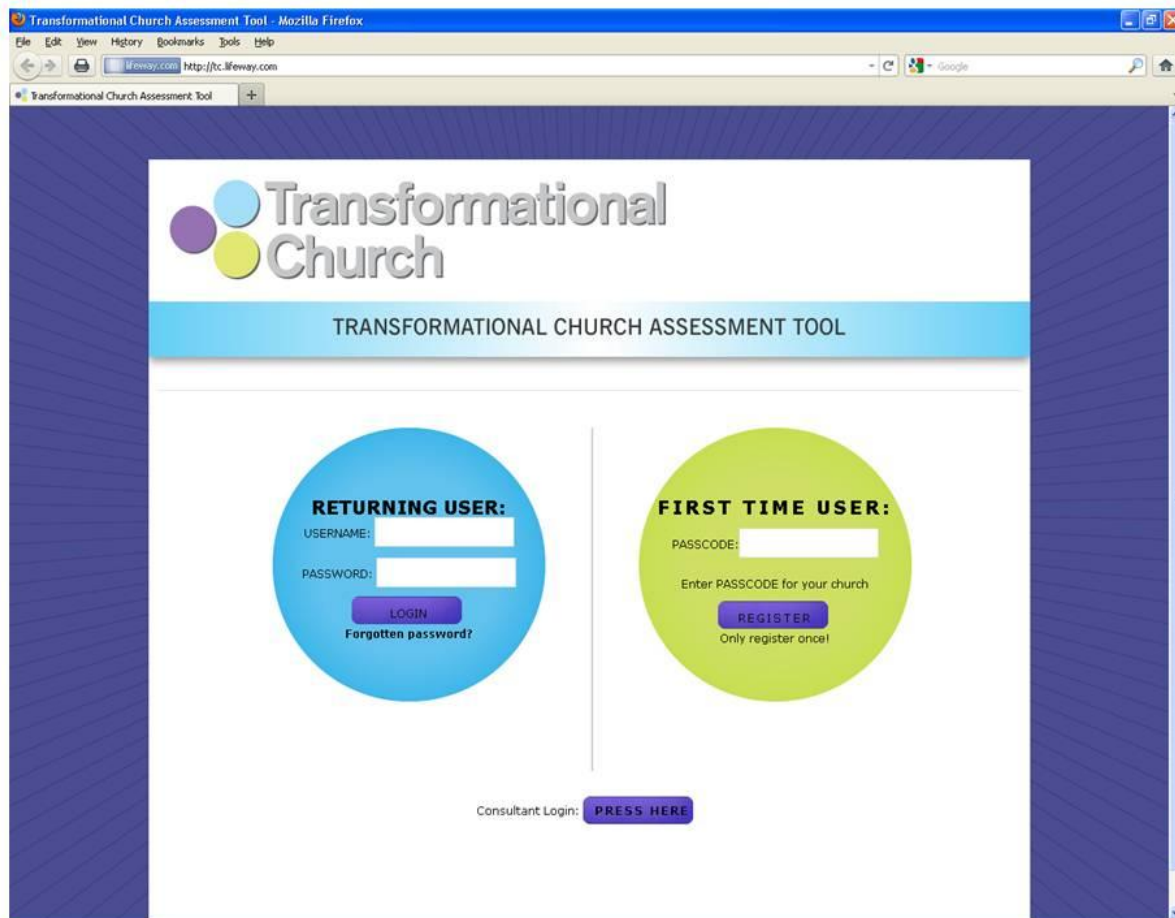
Write down this “Passcode” somewhere, where you will not lose it.

Step 3

Go to the website provided below the “Passcode”. This is the link to the Transformational Church Assessment website.

Step 4

Place your “Passcode” into the green sphere on the right hand side of the screen and click on “register”

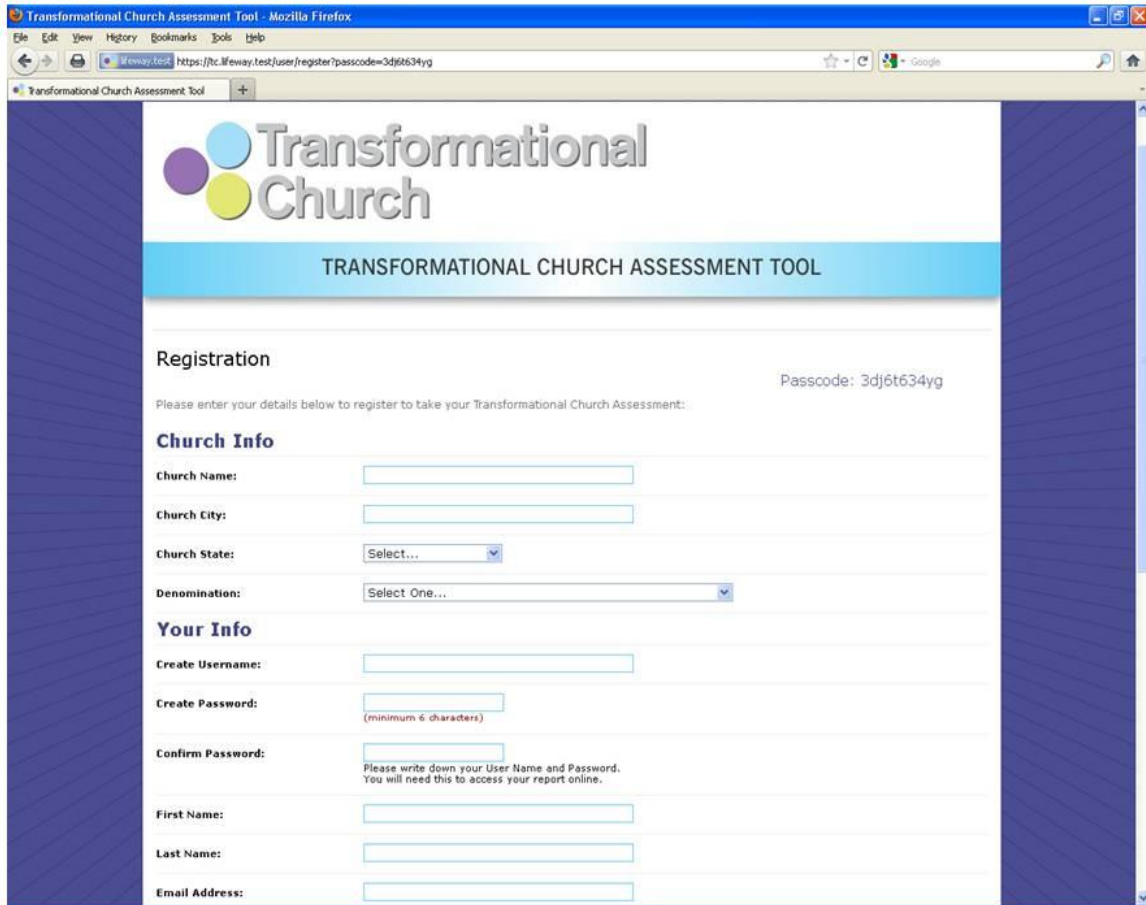


The screenshot shows a web browser window titled "Transformational Church Assessment Tool - Mozilla Firefox". The address bar shows the URL "http://tc.lifeway.com". The page features the Transformational Church logo at the top, which consists of three overlapping circles (purple, blue, and yellow) followed by the text "Transformational Church". Below the logo is a light blue banner with the text "TRANSFORMATIONAL CHURCH ASSESSMENT TOOL". The main content area is divided into two sections: "RETURNING USER:" on the left and "FIRST TIME USER:" on the right. The "RETURNING USER:" section includes a "USERNAME:" field, a "PASSWORD:" field, a "LOGIN" button, and a "Forgotten password?" link. The "FIRST TIME USER:" section includes a "PASSCODE:" field, a prompt to "Enter PASSCODE for your church", a "REGISTER" button, and a note "Only register once!". At the bottom center, there is a "Consultant Login:" label and a "PRESS HERE" button.

Step 5

This will link you to the registration page for you to fill-out. Once you are registered you can begin the survey or you can come back to the survey and complete it at a later date.

****This is a critical step because from this point forward, you are the leader and the gate keeper for the Assessment tool. You are the only one at this point that will have access to the leader page. Please write down your username and password. If you forget it your username and password you will not be able to access to the leader page****

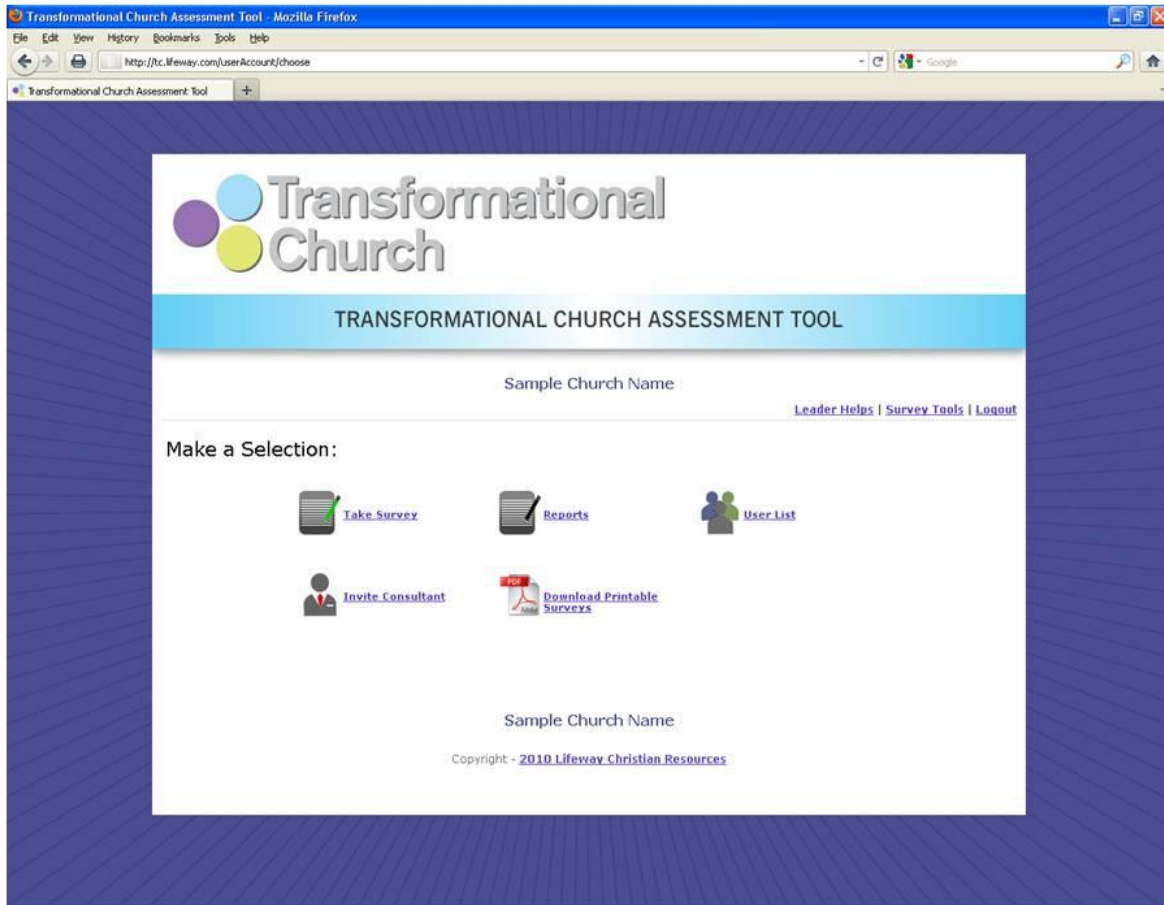


Step 6

Once you are registered you can begin the survey. Important: you do not have to complete the survey in one sitting. You can take it in parts. That is the reason why we issue usernames and passwords in the case a person did not complete the survey and needs to come back to it at a later date to complete it.

Step 7

Once the "leader" is registered and exits the site, then he or she can come back to the site and they will immediately be brought back to this page. The only person that has access to this page at this point is the "Leader". You can designate other people as a "leader"; however, the process for doing that step is addressed in the FAQ downloadable document on the leader helps web page. This is what the "Leader" will see every time he or she enters her username and password in the left hand sphere at the Transformational Church Assessment web-site.



General Information

What is a Healthy Church?

Healthy churches make disciples whose lives are being transformed by the gospel so that the culture around them is ultimately transformed. Healthy churches are deeply committed to the five functions listed in Acts 2:42-47 (Connect, Grow, Serve, Go, Worship). These churches make disciples through vibrant leadership, prayerful dependence, and relational intentionality by daily living out the Great Commandment. And they do so in their context with a missionary mindset to fulfill the Great Commission.

The goal of the Healthy/Transformational Church Assessment Tool is **to help churches (any size, any location) make a biblical impact and create an opportunity to work together as a leadership team to go to the next level in Christ.**

Why should my church participate?

One of the original goals for this project was to help churches reexamine the “scorecard” to capture a better understanding of the church. Too often, congregations have been measuring against a checklist for “bodies, budgets, and buildings” - attendance, the offering plate and ever increasing square footage. But it is our deep conviction that the scorecard can't stop there. When it does, the deeper emphasis on accountability, discipleship, and spiritual maturity is lost. Ignoring these details, we see fewer lives transformed.

Based on extensive research, we believe that this instrument can help churches more clearly understand their spiritual pulse in their involvement in disciple-making, active biblical engagement, and prayerful dependence on God...along with increasing, intentional participation in mission and ministry activities.

How do we start?

1. Get your church passcode. Once you have purchased the Healthy/Transformational Church Assessment Tool, you will receive a unique church passcode.

2. Main project leader registers first with church passcode. The person who registers first for your church will be the one with full access to the group and pastor's reports. Other members of your leadership team can be given access to these privileges once they sign in and registered by the leader. To login and use your church's passcode, go to <http://tc.lifeway.com>.

3. Senior pastor completes the Pastor Survey. On the registration page of the survey, indicating you are the senior pastor will allow the pastor to provide aggregate statistics about the church and respond to the same questions as the congregation.

4. Promote the survey church wide (with unique passcode). This can be done in newsletters, from the pulpit, via email, and online. We have a sample postcard and PPT templates available to promote the project to your church. Each member that takes the survey will use the passcode to enter the site. After entering the site, each participant will fill out the registration page so they can receive their unique user name in case they have to return to the survey to complete at a later date.

5. Be sure to invite everyone to participate (increases accuracy). Have participants communicate their progress for full effectiveness.

6. Review results online anytime during the process. Group and pastor survey results are available throughout the survey process for those with leader privileges to review at any time.

Helpful Suggestions from Churches

Promote the project and invite the congregation to participate. Be sure to make the survey available to everyone (not a select group). Participating churches have found the following methods of promotion to be the most helpful:

- **Promote the project from the pulpit.**
- **Get staff and leaders on board** with the goal of the project so that they will share the enthusiasm when they are talking about it with others.

Publicize and remind the congregation through:

- online, email, and print newsletters
- worship bulletin inserts
- cards in their seats
- PPT presentations

Printed versions of the survey are available once you are registered.

This is a very helpful option for folks who have limited internet access or for those less comfortable with computers. Printed surveys can be entered online by a volunteer at your church. The project leader for your church can access the printable survey by going to the “Take Survey” tool and clicking on the **Print Version** link at the top.

Find a volunteer to guide some members through the survey (over the phone or in person) and enter responses online for the participating member.

While this is the most time intensive of all of the options, it will help to make sure that every person in the church gets to share their insights regardless of their computer skills, eyesight, or internet access. **Ask participants to PLEASE answer every question to the best of their knowledge.** Answering every question (even if it is a guess or estimation) actually provides the best overall picture of opinions and understanding of congregation.

Planning the Assessment Calendar Process

Step 1

- **Discuss** with church leadership (elders, deacons, staff, leaders, etc.).
- **Register the key leader for the survey** (this is the person who will be able to see all results).
- **Choose start/end dates** for your church’s participation (4-week window is ideal).

Step 2

- **Complete** Pastor’s survey.
- **Prepare** contact lists (email, mailing, Sunday School, etc.) for inviting people to participate.
- **Prepare** promotional items bulletin and newsletter inserts, cards in pews/seats, etc. (Double check church passcode for accuracy). Some churches add a link to their church website.
- **Communicate** with small group/Sunday school leaders the importance of the project.
- **Recruit volunteers** for those who may need assistance completing a survey online.

Step 3

- **Announce and explain the purpose and the process of the survey:** from the pulpit, in the bulletin and newsletters, via email/church mailer. (The survey should be announced through these outlets **EACH week** that you are participating.)
- **Ask leadership teams** to complete the survey so that they can answer questions that may arise.

Many people are NOT excited about taking a survey. But the churches who have experienced the best response have the following: 1) shared enthusiasm and commitment from key leadership about the discovery and application process of the project, and 2) communicated consistently the “why” along with the “how” as they have invited their people to participate.

Step 4

- **Promote the survey in small groups and special ministry gatherings** (Sunday School/home groups/ choir/worship team/children's workers, etc.).

Step 5

- **Continue to promote and encourage** members to participate.
- **Send out a reminder email in the final week** to contact list with survey link included (and correct church passcode).

Step 6

- **When survey is complete, go online to review results with leadership.**
- **For additional questions or information concerning the survey, contact: Healthy Church Network - hcn@ag.org or 417.862.2781 ext 3480.**

Church Survey Cards

A sample survey card has been created for your use. Please feel free to add any text that you feel would be helpful for your congregation on the back side of the survey card. Before printing, please double-check and make sure that the church passcode is exactly the same as the passcode you received.

The postcards can be used as bulletin inserts, or placed in the backs of pews or on seats for a worship service. They can also be handed out in Sunday School classes or via small group leaders.

Additional Website Resources

www.acts2.ag.org

www.healthychurchnetwork.com

Technical Assistance

To log in and use your church's passcode, go to <http://tc.lifeway.com>

If you have forgotten your church's passcode or your login, contact ross.ramsey@lifeway.com.