

Kingdom Fellowship's Ministry Needs Assessment

1. Project/Program Name: Equipping Kingdom's Leaders

2. Date: January 29, 2025

3. Project Estimate: 4 months

3. Key Stakeholders

Timothy Findley, Jr., Senior Pastor

Eran Poole, Executive Assistant

Sandilyn Patten, Director of Ministries

Tonya Clinkscales, Assistant Director of Ministries

Associate Pastors

Elders

Deacons

Ministry Leaders

Volunteers

4. Specific Problem Statement / Issues

Kingdom Fellowship's ministry leaders are experiencing challenges related to unclear roles and responsibilities, a lack of accessible and centralized resources (including training materials and documented procedures), and inconsistencies in processes. This results in:

- Difficulty in recruiting and retaining volunteers.
- Leaders unsure of their roles and expectations
- Leaders unclear about procedures
- Challenges in onboarding and developing new leaders.

5. Purpose of the Needs Assessment:

The purpose of this needs assessment for Kingdom Fellowship is to identify the specific resources, training, and support materials needed for current and future ministry leaders to effectively carry out their assignments and lead their ministries within the church. We are trying to achieve the following:

- Pinpoint any gaps in existing procedures that hinder ministry leaders' to perform their roles effectively. This includes understanding where current processes are unclear, inefficient, or non-existent.
- Determine the best way to compile and organize essential information into a single, easily accessible resource for ministry leaders (centralize documents)
- Identify areas where processes and procedures are needed to ensure consistency and efficiency across all ministries within the church. This could include processes for volunteer recruitment, event planning, communication, and reporting.
- Improve ministry effectiveness, enabling leaders to better serve the congregation and the volunteers they lead.
- Provide future ministry leaders with the resources and support they need to transition into leadership roles during the onboarding phase.

6. Scope of the Needs Assessment:

The primary focus will be on current ministry leaders and the executive team at Kingdom Fellowship. This includes ministry leaders, directors, associate pastors, elders, deacons) The assessment will examine the following key areas:

- **Clarity of Process and Procedures:** How clear and well-documented are existing processes and procedures for various ministry functions (e.g., budgeting, event planning, communication, volunteer management, reporting)? Are there inconsistencies or gaps in these processes? Do ministry leaders know what to do in various situations?
- **Mission Alignment:** How well do ministry leaders understand and apply Kingdom Fellowship's mission, vision, and values in their respective ministries? Is there a consistent understanding of how each ministry contributes to the overall church mission?
- **Overall Ministry Effectiveness:** How effective are the various ministries in achieving their goals and serving the congregation? What metrics are used to measure success?

7. Data Collection Methods:

Interviews: Individual interviews will be conducted with key stakeholders (ministry leaders, director of ministries, associate pastors)

Document Review: Existing documents related to ministry operations

8. Target Population:

Current ministry leaders and directors who lead various ministries within the church.

9. Current Situation/Baseline Data:

Several ministry leaders lack familiarity with current operational processes and procedures. The existing ministry manual, last updated in 2018, is outdated, lacks detail, and contains procedures no longer in use. This absence of current, accessible documentation makes effective leader training difficult.

Kingdom Fellowship's leadership structure comprises the following: 25 ministry leaders (including assistants), 10 ministry directors, 2 Directors of Ministries (including an assistant), 4 Associate Pastors, 6 Deacons, and 4 Elders.

There are approximately 200 ministry participants (volunteers)

10. Priority

High Priority

- Updated leadership manual
- Accessible online resources
- Leadership training on new process and procedures

Medium Priority

- Develop a more structured process for leadership transitions within ministries, including succession planning and onboarding of new leaders.

Low Priority

- Improved communication (regular monthly meetings)

11. Timeline:

Phase 1: Planning & Preparation (2-4 weeks)

- Define Scope and Objectives
- Create interview questions and research church documents.
- Communicate the purpose of the needs assessment to the ministry leaders. Explain there will be an interview and communicate how their input will be used.

Phase 2: Data Collection (4-8 weeks)

- Interviews with key ministry leaders. Schedule these in advance and allow sufficient time for in-depth conversations.
- Gather and review existing documents, current ministry handbook, training materials, policies, and procedures.

Phase 3: Data Analysis and Report Writing (4-6 weeks)

- Analyze the data collected in interviews and document review. Identify key themes, trends, and gaps.
- Compile findings

Phase 4: Action Planning and Implementation (Ongoing)

- Develop Action Plan
- Implementation recommendations

12. Data Collection Interview Questions

1. Can you describe your current role as a ministry leader at Kingdom Fellowship?
2. Do you feel you have a clear understanding of what is expected of you in this leadership position?
3. What would help you be more effective in your role?
4. Can you describe your experience when you first became a ministry leader at Kingdom Fellowship. Were you provided training or given any recourse materials?
5. How easy is it to find the information you need to effectively lead your ministry?
6. Are there any specific skills or knowledge areas where you feel you need more training?
7. Would a central place with key info be useful for ministry leaders? What should be included?
8. Is there anything else you'd like to share about your experience as a ministry leader at Kingdom Fellowship?

13. Potential Solutions/Recommendations:

- Update / develop a comprehensive ministry handbook (digital or print) that contains all essential information for ministry leaders including:
 - Updated processes and procedures
 - Church policies and guidelines
 - Mission, vision, and values statements.
 - Ministry descriptions and goals
 - Templates and forms.
 - Contact information for church staff and other resources
- Establish a process for regularly updating the handbook to ensure accuracy and relevance.
- Regularly training and development for ministry leaders
- Develop a leadership succession plan

14. Evaluation Plan:

- Conduct surveys with ministry leaders after a set period (e.g., 3 months, 6 months) to assess how helpful the handbook has been in their roles. Ask specific questions about clarity.
- Conduct follow-up interviews with a smaller group of ministry leaders to gather more qualitative feedback about the handbook's impact.
- Periodically review the handbook itself to ensure it's up-to-date and reflects current practices.
- Use assessments to measure knowledge or skill gains before and after training.
- Track the retention rate of ministry leaders (are they staying in the roles longer because they have a clear understanding of their role and have easy access to information?)