

Connections

A supplement to "Connections," a Web magazine for leaders in children's ministry

Sunday School Analysis Instrument

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Introduction

Below is a list of 58 activities or functions that Sunday schools do or could be doing. Please give your opinion regarding how important each is and how well each is being done.

FIRST:

Read through the entire list. Then select 20 statements that you feel are most important for your congregation to be doing. Write the letter "M" in Column 1.

Next select 20 that you feel are least important. Write an "L" in column 1.

Leave the remaining 18 spaces blank.

SECOND

Go over the list again. In the second column, rate each statement regarding how effectively you feel your Sunday school is doing. Use the following rating values. Be sure to rate all 58 items.

- 7 Exceptionally well
- 6 Very good
- 5 Good
- 4 Fairly well
- 3 Not very well
- 2 Poorly
- 1 Very poorly

I. PHILOSOPHICAL BASE

If any agency is going to have even the slightest value, it should have a philosophy of ministry in general and a rationale (why) of existence.

COL 1 COL 2

- ___ ___ 1. Our Sunday school has a written statement of purpose concerning Christian education.

II. IMPORTANCE OF INDIVIDUAL

The ultimate concern should be the meaningful involvement of the individual in ministry activities. When this happens, "numbers" in growth will also happen.

- ___ ___ 2. Our teachers take a personal interest in each pupil and follow up absentees.
- ___ ___ 3. Our teachers visit each student's home at least once each year.
- ___ ___ 4. Nursery Roll secretary and/or other designated people conduct an active program of nurture and outreach for infants/toddlers using the Concordia Nursery Roll Packet or other appropriate materials.
- ___ ___ 5. An up-to-date membership file is maintained.
- ___ ___ 6. An annual effort is made to enroll all the families of the church and every member of each family.
- ___ ___ 7. A weekly record is kept of each Sunday school member's attendance



or absence, and enrollment and attendance figures are reported.

- ___ ___ 8. There is a system to acknowledge those members of the Sunday school who exemplify excellent attendance. (Take into account special family circumstances.)
- ___ ___ 9. The average attendance in Sunday school is at least 65 percent of the active enrollment.
- ___ ___ 10. The teacher, a member of the visiting committee, elder or pastor does visitation of delinquent members of the Sunday school before their names are dropped from the active file and placed on the inactive list.
- ___ ___ 11. If at all possible, members who move away are transferred to a sister Sunday school.
- ___ ___ 12. The congregation provides transportation when necessary.
- ___ ___ 13. The Sunday school maintains a "prospect list" of potential students and families from the community.
- ___ ___ 14. Unchurched persons on the prospect list are contacted repeatedly through mailings and visits.
- ___ ___ 15. The appropriate committee or person receives information about all new pupils as they enroll in Sunday school.

III. PERSONNEL (Gifts/Position Descriptions)

- ___ ___ 16. Our officers and teachers are present at least 10 minutes before the beginning of the Sunday school to prepare for the session to greet the students, and to welcome visitors and new members.
- ___ ___ 17. The Sunday school and/or each department has a pianist or other musician who prepares music in advance.

- ___ ___ 18. New teachers receive a pre-service training course(s) and are to demonstrate interest, ability, and maturity before being placed permanently on the regular teaching staff.
- ___ ___ 19. The superintendent, in consultation with the pastor, DCE or Director of Children's Ministry, recommends individuals selected to serve in the Sunday school.
- ___ ___ 20. Each new teacher is presented with the document, "Call to Teach," available from CPH.
- ___ ___ 21. The officers and teachers are inducted into office in a church worship service.
- ___ ___ 22. Each teacher is consulted annually and is assigned to that class for which he/she shows the greatest aptitude and interest.
- ___ ___ 23. Teachers come to his/her class well prepared.
- ___ ___ 24. Trained assistants and/or substitute teachers are available for each department.
- ___ ___ 25. The officers are instructed as to their duties and functions and are given in-service training through staff meetings, conferences, workshops, and conventions.
- ___ ___ 26. All officers and teachers are supplied with position descriptions.
- ___ ___ 27. Teachers attend teachers meetings regularly.
- ___ ___ 28. Teacher training courses are offered each year and taught by the pastor, DCE, DCM or some qualified leader approved by the Board of Education.
- ___ ___ 29. The general superintendent is free on Sunday mornings to check the total Sunday morning operation.

IV. DECISION-MAKING

Ownership in developing policies, procedures and making decisions helps leaders to become involved in the Sunday school ministry.

- ___ ___ 30. Enrollment goals are set yearly and special efforts are made to reach them.
- ___ ___ 31. A local Board of Christian Education or its equivalent supervises the Sunday school on behalf of the congregation. The general superintendent is a member of this board.
- ___ ___ 32. The Sunday school staff submits all changes in policy to the board for approval.
- ___ ___ 33. The board confers with the officers and teachers before determining budgets, selecting officers, teachers etc.
- ___ ___ 34. The board meets with the Sunday school staff at least once a year.
- ___ ___ 35. The Sunday school staff and/or Board of Christian Education have discussed the positive methods of dealing with discipline concerns and have adopted guideline procedures.

V. CONGREGATIONAL SUPPORT

Support needs to be given in the form of attendance, frequent recognition, volunteering leadership, and adequate finances. Parental support, when dealing with preschool, elementary and secondary children is extremely important.

- ___ ___ 36. Each teacher is supplied with a copy of the teacher's quarterly guide for his/her department and receives the magazine INTERACTION (CPH) for his/her professional development and growth in teaching skills.



- ___ ___ 37. Each teacher uses other teaching aids such as commentaries, maps, Bible study resources and other appropriate materials.
- ___ ___ 38. The congregation publicly recognizes the Sunday school staff for their service and acknowledges the work of officers and teachers who have completed many years of service, e.g. annual appreciation dinner, etc.
- ___ ___ 39. The Sunday school gives emphasis to the home as the primary agency for Christian instruction and training and promotes home Bible reading, private and family devotions, parent education, and supplies such resources as HAPPY TIMES and MY DEVOTIONS from CPH.
- ___ ___ 40. The annual budget for the Sunday school is carefully planned in advance and is discussed by the officers and teachers of the Sunday school and by the board before being presented to the congregation.
- ___ ___ 41. The children are consciously trained in the habit of regular, proportionate giving for the support of the local church, the work of the district and Synod and charitable causes.

VI. CURRICULUM

A quality curriculum meets the needs of those being served. This involves many of the following: doing the basics well, offering a variety of optional activities, using a wide variety of methods and materials, at times teaching people at their peer level (developmental characteristics), and at other times teaching people in a multi-age or intergenerational manner.

- ___ ___ 42. Study materials are provided for all the members, including the adults.
- ___ ___ 43. Because the Spirit of God works through the Word, the basic materials used are doctrinally sound and educationally effective.
- ___ ___ 44. Each student has a Bible of his/her own from the third grade on up, and is given an opportunity to use it regularly in the Sunday sessions.

- ___ ___ 45. The value of audiovisual teaching aids is recognized, and the supply of such materials is systematically increased and regularly used.
- ___ ___ 46. Whenever possible, great care is exercised to avoid interruptions while the Sunday school is in session.
- ___ ___ 47. Classes are kept at a size most suitable for effective teaching (groups of no more than 12-15 children, less if under age 5).
- ___ ___ 48. The mission and work of the church are stressed regularly in the Sunday school session.
- ___ ___ 49. The learning requirements of children with special needs are planned for and teachers are trained accordingly.

VII. FACILITIES

Facilities (building and equipment) must meet the needs of the agencies being served.

- ___ ___ 50. The amount of space for conducting the Sunday school is adequate with proportionately more space allotted to younger children.
- ___ ___ 51. Both the interior and exterior of the building are kept clean and inviting. The rooms are well lighted, heated/cooled and ventilated.

VIII. COMMUNICATION

Communication is an imperative. Through effective communication, support for an agency is built and maintained. Promotion through communication is ongoing, not sporadic. It is both spontaneous and well planned.

- ___ ___ 52. A letter of welcome is mailed to the home of visiting and new student.
- ___ ___ 53. Soon after a student is enrolled, a personal visit is made to the home by a

staff member, Board of Education member, elder, outreach committee member or other designated person who explains the mutual responsibilities of the church and the home in the Christian education of children and youth.

- ___ ___ 54. A descriptive handbook or brochure is available to share the overall purpose and content of the Sunday school program.
- ___ ___ 55. The board reports on the progress and needs of the Sunday school at the congregation's regular voters meetings.

IX. EVALUATION AND PLANNING

In order to improve, one needs to know the current strengths and weaknesses. Regular evaluation and planning is necessary to assess the current situation and develop goals for the future.

- ___ ___ 56. The Sunday school staff and the Board of Christian Education evaluate the Sunday school at least once a year.
- ___ ___ 57. We develop annual goals and strategies based on positive evaluation of areas to expand and enrich our overall Sunday school program.
- ___ ___ 58. We have a master plan for the total children's and youth ministry of the congregation (birth through high school).

