

## Appendix D

### LOCAL CHURCH BOARD DIAGNOSTIC

developed for use at

**European Nazarene College**

**German Learning Center**

**Gelnhausen, Germany**

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Please rate each statement as (1) strongly agree; (2) agree; (3) disagree; (4) strongly disagree

1. The following church legal documents are up to date and filed in an appropriate place where board members or government agencies can quickly locate and review them, if necessary:

Constitution or Articles of Incorporation, 1 2 3 4

By-Laws, 1 2 3 4

NGO or not-for-profit status (in USA:501(c)(3)), 1 2 3 4

Payroll documentation, 1 2 3 4

Insurance policies (i.e. officers, property, personal injury,etc, 1 2 3 4

Other county-specific or government applicable requirements. 1 2 3 4

2. The church's mission, vision, and values are clear, understood, shared and articulated congregation-wide. 1 2 3 4

Mission statement. 1 2 3 4

Vision statement. 1 2 3 4

Values statement. 1 2 3 4

3. The strategic planning process is understood and embraced by the congregation. 1 2 3 4

4. Board members understand their roles, functions, and expectations. 1 2 3 4

5. Board meetings:  
are held regularly, 1 2 3 4  
are well attended, 1 2 3 4  
have detailed agendas, 1 2 3 4  
and the board minutes are well documented. 1 2 3 4

6. The board assesses its performance and functions annually. 1 2 3 4
  
7. Time is designated monthly, quarterly, or yearly for board development sessions. 1 2 3 4
  
8. The Church has a banking account, money deposited and bills paid regularly, with clear financial reports presented at each board meeting. 1 2 3 4
  
9. The bookkeeping and reporting system, with the basic internal controls reviewed periodically, with the cash flow actively managed. 1 2 3 4
  
10. There is a comprehensive annual budget in place, adopted by the board, and used consistently to guide financial decisions. 1 2 3 4
  
11. The taxes are paid, paper work filed on time with the appropriate government agency, with an annual audit conducted. 1 2 3 4
  
12. There is an organization policy manual in place to guide the board in relation to employees and volunteer staff, and that reflects the church's mission, vision and values. 1 2 3 4
  
13. There is a leadership effectiveness system (or performance leadership evaluation) for the pastoral staff in place and is it used annually. 1 2 3 4
  
14. There is a professional development process or program in place for the pastoral staff, and is this process or program reviewed annually. 1 2 3 4
  
15. There is a needs assessment and program development process in place with measurable outcomes, and is this process and plan reviewed annually. 1 2 3 4
  
16. An annual report to the congregation is provided that communicates the impact of the congregation's mission, vision, values, and program priorities on the community served by the local church. 1 2 3 4

## ORGANIZATIONAL CAPACITY

Identify the top three questions that most clearly reflects the needed priorities for the board on which you serve or lead? Why these three? What immediate steps can be taken to address these three issues?

PRIORITY #1:

PRIORITY #2:

PRIORITY #3:

NOTES:

Developed by BoardServe.org

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For additional material, read ***Best Practices for Effective Boards***, by Fairbanks, Couchenour and Gunter, Nazarene Publishing House, 2012.

A DVD, ***Building Better Boards***, is available in English and Spanish on YouTube for use with boards in board development sessions. Contact the author and producer at the address above.

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