



# AREA COMMITTEE ASSESSMENT TOOL

## For Young Life Staff and Committee Members

### Purpose

Running a successful Young Life area necessitates a large number of volunteers to accomplish the goal of reaching every adolescent in the community. Committee members play an essential role on the team with the area director, staff and leaders to make sure the job is done with excellence. Each area director brings his or her own strengths to the table, but is only one member of the area's greater ministry team. This tool is intended to give area directors and committee members the chance to look together at their progress in accomplishing the essential tasks of a Young Life area.

### Instructions

1. The committee and area director meet together annually, at a time of their choosing, to assess the overall ministry, and the committee functioning in particular, and consider action steps for greater fruitfulness during the coming year.
2. Each member completes this assessment tool individually and then comes together for the meeting described in step 1 to share their answers. The committee chair decides on a team score for each question based on this discussion and records it on the chart on page 6 (the electronic version does the math automatically).
3. The committee then identifies two growth opportunities they think will net them the most results during the coming year. Typically, one is in an area of perceived weakness as shown by a low score, while the other is focused on maximizing an area of strength as shown by a high score. An action plan is developed to tackle the two growth opportunities that includes engaging any needed mission resources for help.
4. Area directors are encouraged to save copies to refer back to from year to year. **In addition, please e-mail a copy to your regional office.**

### Review Scale

Less Than Good	Good	Excellent
1	2	3
Significant improvement is needed.	Accomplishes some, but not all, desired goals.	Accomplishes all goals very well.

### Profile

Should only be filled out by either the committee chair or area director.

Date of this assessment: \_\_\_\_\_

Area Name and Number: \_\_\_\_\_

Name of committee chair: \_\_\_\_\_

Number of years as chair: \_\_\_\_\_

Number of active ministries: \_\_\_\_\_

Area Director's Name: \_\_\_\_\_

Number of middle and sr. high schools with no

Young Life: \_\_\_\_\_

## I. BUILT ON THE RIGHT FOUNDATION

"The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." Mt 7:25

### 1. Our committee has a committee purpose statement that guides us. (Reference in *Committee Handbook* – p. 5)

3 = We have a purpose statement, and we refer to it often as we make decisions or plan for the future.

2 = We have a purpose statement, but do not use or refer to it often.

1 = We do not have a purpose statement.

Score:

### 2. Committee members understand how they collectively fulfill the ten basic roles of committees. (*Committee Handbook* – p. 6)

- Help create the vision to reach every kid in the local area
- Pray for all facets of the ministry
- Ensure the integrity of the local ministry
- Promote Young Life in the community
- Raise funds to guarantee the local budget
- Monitor the financial affairs of the area
- Support and assist Young Life staff and volunteers
- Provide leaders with input and advice
- Maintain the continuity of Young Life in the area
- Work with the regional director, especially during staff transitions

3 = Our entire committee is aware of these roles and fulfills them collectively.

2 = Most committee members are aware of our roles, and we fulfill most of them well.

1 = Our committee is unaware of most of these roles, and we are not doing a sufficient job fulfilling them.

Score:

### 3. Our committee has a prayer strategy that shapes and supports our work.

3 = We pray regularly for all facets of our work and local ministry, and someone on the committee coordinates this effort.

2 = We do not have a system for praying for the local ministry, but we do pray together from time to time.

1 = Prayer is not a regular part of our time together as a committee.

Score:

### 4. Our committee works to make Young Life's ministry a part of what the Lord is doing in the greater community.

3 = We have good relationships with local churches and organizations, and are always looking to make more of these connections.

2 = We have some relationships with local churches and organizations, but don't have a strategy for building new ones.

1 = We do not have strong relationships with local churches or organizations.

Score:

## II. GOALS AND ACTION PLANS

"May he give you the desire of your heart and make all your plans succeed." Ps 20:4

**5. The committee and staff team have established annual goals and action plans.** (*Committee Handbook – p. 7*)

3 = We craft goals and action plans together annually and check in on progress regularly.

2 = We have annual goals and action plans, but sometimes neglect to follow-through on them.

1 = We have not established specific goals or action plans; rather, we deal with issues as they arise.

Score:

**6. We have a long-range plan for the area that includes reaching every high school and middle school.**

3 = We have a long-range plan for reaching every high school and middle school in our area, and are prayerfully moving ahead.

2 = We desire to reach each high school and middle school in our area, but have no clearly established long-range plan for doing so.

1 = We do not have a long-range plan for reaching all of the middle and high schools in our area.

Score:

**7. We are praying for and acting on opportunities to reach "every kid" in our community through ministry programs like Urban Young Life, Young Life College, YoungLives and Capernaum.**

3 = Our area has programs like these already, or is actively helping staff pursue funding and volunteers for these as appropriate.

2 = Our committee is prayerfully thinking of how to partner with staff in reaching "every kid" in our community.

1 = Our committee has not invested much time or effort in programs like these.

Score:

## III. STRUCTURED FOR SUCCESS

"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men. Now to each one the manifestation of the Spirit is given for the common good." 1 Cor 12:4-7

**8. Our committee is organized into sub-committees and task groups (TDS, banquet, etc.) that allow us to work effectively.** (*Committee Handbook – p. 8*)

3 = We have a variety of working groups (sub-committees) and most committee members are engaged in one that suits them.

2 = We have a few sub-committees that accomplish some work outside of the general committee meeting

**OR** committee members do most work as a whole, and this works well for us.

1 = Our committee currently lacks a healthy structure for accomplishing our work.

Score:

**9. Our committee chair is passionate and gifted for the role.** (*Committee Handbook – p. 10*)

3 = We have an effective chair who is passionate about his or her role.

2 = We have a committee chair, but he or she does not necessarily see him or herself as the right person for the role.

1 = Our committee currently has no chair.

Score:

**10. Our committee has a systematic process to recruit and select new members.** (*Committee Handbook* – p. 11, including a profile of a prospective member)

3 = We have an annual process for recruiting diverse members and are continually adding to our group.

2 = We add new members from time-to-time, but are not particularly intentional about it.

1 = Our committee is in need of new members, but we do not have a plan for moving ahead.

Score:

**11. Our committee has a systematic process for retiring members.** (*Committee Handbook* – p. 13)

3 = Committee members serve set terms and we celebrate their retirement when they desire to step down.

2 = We have no set term limits for service, but retire members when they desire.

1 = We have no set terms for service and no retirement process so many committee members feel compelled to stay as the committee is understaffed.

Score:

#### **IV. FINANCIAL SUPPORT AND HEALTH**

*"Honor the LORD with your wealth, with the first fruits of all your crops; then your barns will be filled to overflowing, and your vats will brim over with new wine." Prov 3:9-10*

**12. Our committee and staff are personally engaged in the Taking Donors Seriously (TDS) process. We ask top donors for their financial support prior to the fiscal year and have a PPL, case, vision statement and plan.** (*Committee Handbook* – p. 14)

3 = Yes to all of the above.

2 = We have some of these elements in place but not all.

1 = We are not fundraising as TDS prescribes.

Score:

**13. Our committee/staff host a banquet or other fundraising event annually.**

3 = We have at least one successful annual event, and a number of committee people are engaged in its execution.

2 = We have a fundraising event, but it is not particularly successful.

1 = Our committee struggles to pull off an annual fundraiser.

Score:

**14. Our committee/staff conduct an annual letter/phone strategy (call-a-thon) where donors are called, thanked, and encouraged to give again.**

3 = We conduct a successful letter/phone strategy annually.

2 = We have been hit-or-miss in conducting a letter/phone strategy.

1 = We do not do a letter/phone strategy of any sort.

Score:

**15. Our committee is involved in a year-round donor thank you strategy.**

3 = Our committee has an effective plan for thanking donors that we work regularly.

2 = We thank donors, but could do so more systematically with greater effect.

1 = The staff does most of the thanking; our committee is not involved.

Score:

**16. Our area budget is fully funded.**

3 = We meet or exceed our budget each year.

2 = We work hard to stay in the black, but usually just make it.

1 = Our area regularly struggles financially, and we lack a clear plan for changing this pattern.

Score:

**V. AUTHORITY AND DECISION MAKING**

"There is no authority except that which God has established. The authorities that exist have been established by God." (Rm 13:1b)

**17. Our committee members understand the line of authority in Young Life and decision-making at the local area level. (Committee Handbook – p. 15)**

3 = Our entire committee understands Young Life's authority structure, and our role in it.

2 = Many on our committee may be unaware of Young Life's structure, but this has not led to any major issues.

1 = We have had some problems in our area due to a lack of understanding of the role of the area director and/or of committee members.

Score:

**VI. EFFECTIVE MEETINGS**

"The people of Judah came together to seek help from the LORD." 2 Chronicles 20:4

**18. Our committee meetings are well planned and soundly executed. (Committee Handbook – p. 17)**

3 = Our meetings are a good use of everyone's time and pleasant to attend.

2 = We accomplish some of the necessary business at our meetings, but we could use our time more effectively.

1 = Our meetings frequently get off-track or are a burden to attend.

Score:

**VII. APPRECIATE, CELEBRATE AND SAY THANKS**

"Because we loved you, it was a joy to us to give you not only the gospel of God but our very hearts – so dear had you become to us." 1Thess. 2:8

**19. Our committee members appreciate, celebrate and say thanks to the area staff. (Committee Handbook – p. 19)**

3 = The committee has a plan for making the area staff feel very appreciated.

2 = Some effort is made to appreciate our area staff, but we could do more.

1 = There is no plan or corporate effort for showing appreciation to the area staff.

Score:

**20. Our committee members appreciate, celebrate and say thanks to the volunteer leaders.**

3 = The committee has a plan for making the volunteer leaders feel very appreciated.

2 = Some effort is made to appreciate our volunteer leaders, but we could do more.

1 = There is no plan or corporate effort for showing appreciation to the volunteer leaders.

Score:

**21. Our committee members appreciate, celebrate and say thanks to our fellow committee members.**

- 3 = The committee/staff team has a plan for making fellow committee members feel very appreciated.
- 2 = Some effort is made to show appreciation to our fellow committee members, but we could do more.
- 1 = There is no plan or committee/staff effort for showing appreciation for our fellow committee members.

Score:

**VIII. EVALUATING YOURSELVES**

"Now this is what the LORD Almighty says: "Give careful thought to your ways." Haggai 1:5

**22. Our committee evaluates our effectiveness in carrying out the area goals and various events during the year. Completing Back to the Basics each year is a part of this plan.**

(Committee Handbook – p. 20)

- 3 = We evaluate often and implement changes; we complete Back to the Basics each year.
- 2 = We spend some time evaluating our efforts, but have a mixed record in making subsequent changes.
- 1 = We do not spend time evaluating our effectiveness together.

Score:

**23. Our committee participates in training events locally, regionally and mission-wide to address our weaknesses and further strengthen our work.**

- 3 = Most of our committee attends at least one annual training event.
- 2 = Some of our committee participate in training from time to time.
- 1 = Our members are not being trained for their role outside of committee meetings.

Score:

**Inventory Results**

If you are using the electronic version, your scores should add and average automatically in the chart below. If you are using a paper version:

- Add up the scores for every statement in each of the eight ministry aspects.
- Divide the total points for each aspect by the number of statements in that aspect.
- Enter your average total score for each aspect in the appropriate box below.

	I. Built on the Right Foundation	II. Goals and Action Plans	III. Structured for Success	IV. Financial Support and Health	V. Authority and Decision Making	VI. Effective Meetings	VII. Appreciate, Celebrate and Say Thanks	VII. Evaluating Yourselfes
Average Score	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

## **Application**

**CHOOSE ONE OF YOUR HIGHEST SCORING CATEGORIES AND ONE OF YOUR LOWEST SCORING CATEGORIES TO FOCUS ON THIS YEAR. MAXIMIZE YOUR MINISTRY BY WRITING SOME GOALS AND ACTION STEPS FOR THESE TWO AREAS. ASK YOUR AREA DIRECTOR FOR ANY RESOURCES THAT MAY HELP YOU SUCCEED.**

### **Growth Opportunity #1 –**

#### **Action Steps:**

Person Responsible for your Opportunity: \_\_\_\_\_

### **Growth Opportunity #2 -**

#### **Action Steps:**

Person Responsible for your Opportunity: \_\_\_\_\_