

Useful questions when considering setting up a new congregational project or initiative

1. Appointment – choosing the people

- a. If this is something new, to what extent are we asking the person to formulate their own vision for the project?
- b. Who has made the decision and do they have authority to make this decision?
- c. In terms of church leadership is it a session or committee issue?
- d. What role does the minister have?

2. Briefing – defining the task

- a. Do we know exactly what it is we want to do? Is it well defined?
- b. Who is being asked to do this? Do they have a clear and precise idea of their role and responsibilities? Do they know exactly what we expect from them? Do they know the parameters of the role?
- c. Do we anticipate any difficulties or opposition which will need special prayer or wisdom?

3. Briefing – communication with the people

- a. Who will explain all this to the delegate? Ensure that it will be done both face to face and if necessary, in writing. Is this task clear and straightforward? Or does it need setting out as a vision, goals, strategies and objectives?
- b. Is there any potential for overlap or confusion with anyone else's responsibilities?
- c. Has everybody been consulted or involved in discussions prior to the decision who needs to be involved?

4. Briefing – communicating with the rest of the church

- a. Does everybody who needs to know about this initiative know about it? Who communicates this to them?
- b. Do they understand what changes this might mean for them?
- c. Will this create any new work for anyone such as the caretaker or office secretary?
- d. Is there anybody whose position or feelings is likely to be affected by this initiative and who may require special sensitivity?
- e. Does it need announced in church? Who needs to be informed? Is any teaching needed on it? Does a letter need to be sent to the congregation?

5. Control – monitoring and encouraging

- a. Have they freedom to involve others without reference to the delegating body?
- b. Does this task depend on the co-operation of any other person?
- c. Does their elder know so he/she can make enquiries and offer encouragement?
- d. To whom is the person directly accountable?
- e. Monitoring - Is there someone tasked to actively oversee this initiative and project?
- f. Are we encouraging or squashing initiative?

6. Appraisal – reviewing and revising

- a. To whom do they give feedback whether problems or encouragements? Are there regular feedback mechanisms?
- b. Is there any regular review built into this arrangement?

7. Timescale

- a. Is there a time –frame? Is there a date set for a review of how things are going?
- b. Is this an experimental scheme, a pilot project or are we committed to it long term come what may?

8. Resources

- a. Does the person need training of any kind? Who is their main support person?
- b. What resources does this initiative need?
- c. Is there a budget? Does the treasurer know about this budget?
- d. Is any new equipment needed?
- e. Does the person know they are not meant to pay for anything, and how to access funds and resources?