

Mid-South Congregational Health Needs Assessment Flowchart: Instructions

Quarters: February– April; May - July; August - October;

November– February

Survey

- Meet with pastors/health ministry leaders to assess readiness to complete survey. (Goal: 20 churches/qtr)
- Work with church contact to determine number of surveys per church (1% of congregation between 5-30 congregation members) and identify congregation members to complete survey.
 - At least 1 church leader should be included in the 1% completing the survey.
- Work with church contact and identified congregation members to get **completed** surveys (online or paper) by the end of the quarter.
 - Assign an ID number to each person completing a survey (see Survey Completion Tracking Form).
 - Turn completed paper surveys into program evaluator. **(Paper consents and surveys need to be IRB stamped)**

Data

- Notify program evaluator once all participants in a church have completed their surveys. Document the church's survey completion in program system.
- Program evaluator will prepare a Health Survey Report for you and the church to aid in the development of a Congregational Health Plan.
 - Once you have the Health Survey Report, set a date to meet with key church leaders and members to develop their Congregational Health Plan (Health Plan Team).
 - Who should be at the meeting? pastor, health minister, other church leaders, 1-2 members (depending on church size: no less than 2 people, no more than 10 people)
 - You will need a "retreat" or series of meetings for each church to fully develop their Plan.

Plan

- Using the Congregational Health Plan (Plan) worksheets, assist the Health Plan Team (Team) in identifying goals and objectives that will help them address 1-2 needs the congregation identified during the survey process. (Goal: 5 plans/qtr)
 - The Team will use their Health Survey Report (i.e., the summary of the Top 5 Needs provided by congregation members) to identify 1 or 2 needs they want to work on addressing in the upcoming year.
- After the worksheets are completed, have a draft of the Plan reviewed before finalizing with the church Team.
- Once you have a finalized Plan, set up periodic check-in calls with the Team (these check-ins should align with each church's objective timelines.)

Plan Follow-Up

- Follow your calendar of check-ins. Use the Congregational Health Plan Check-In Form during each call to monitor the progress of each church's Congregational Plan.
- You are an accountability check, which means:
 - When all is going well, you are their cheerleader and reminder that they need to celebrate their successes.
 - When things have gotten off track, you help the team problem solve and get back on track or redirect their efforts.

Survey Follow-up

- Each year a member of the Team will be asked to complete a screener (approximately 5 questions) about their church's current needs and progress on meeting congregation needs identified at baseline.
 - No change in needs - Continue with baseline data for the year's Congregational Health Plans.
 - Change in needs - Use new needs for the year's Congregational Health Plans.
- Every 3 years, each church (and any churches who declined to participate at baseline) will complete the Mid-South Congregational Health Survey again.