

# Preparation Checklist for Weekend Consultation

---

## Steps Toward Consultation

- 1) Vote of Admin. Council to enter into the Healthy Church Initiative
- 2) Once voted and approved, contact Bob Farr, Director of Congregational Excellence
- 3) Next contact David Hyatt (636-779-2366) HCI Coordinator to set up Consultation weekend dates.
  - Set Church Consultation Date with the Healthy Church Initiative team as soon as possible and at least three months before the anticipated consultation weekend. Dates for the weekend
  - Consultation need to be confirmed by the HCI team coordinator. Materials for the weekend including the Self-Study (Assessment) will be sent and work on the Self-Study can begin as soon as possible. You will be assigned to a Peer Mentoring Group that will meet monthly for four hours. That group will begin when at least four churches and a leader are able to begin meeting and continue for 18-24 months.
- 4) Schedule, with David Hyatt, the pre-weekend consultation laity workshop – 6 weeks prior to the consultation weekend.
- 5) Creation of Prayer team – This team will commit to pray regularly for changes. For description of team duties see pages 71-73 of “Direct Hit, Aiming Real Leaders at the Mission Field” by Paul Borden.
- 6) Creation of Vision team –The purpose of this team is to help the pastor develop urgency and create vision. For description of team duties see pages 73-75 of “Direct Hit, Aiming Real Leaders at the Mission Field” by Paul Borden.
- 7) Creation of Leadership team – This team consists of leaders whom the pastor recruits and trains to implement change. For description of team duties see pages 75-79 of “Direct Hit, Aiming Real Leaders at the Mission Field” by Paul Borden.
- 8) A “Suggestions for Starting Your Three Teams” document will guide you in setting up the teams.
- 9) Assessment Team – A team of 4-5 people, staff and leaders, will complete the Assessment that is sent to the pastor once the dates are set for consultation. The Assessment is to be completed 6 weeks prior to the weekend.

---

*Continued on next page*

## Preparation Checklist for Weekend Consultation, Continued

---

### Steps Toward Consultation, *continued*

- 10) The Fee for the HCI, consultation, Peer Mentoring group is as follows:
  - Worship attendance of the church, 399 or less the fee is \$400 (total for the process)
  - Worship attendance of the church, 400 or more, the fee is \$1000 for the process.

Make your check payable to MO Annual Conference, send to the attention of Tammy Calcote, 3601 Amron Ct, Columbia, MO 65202. Please submit at least half of this amount as you start the Peer Mentoring Group and the other half about the time of the Consultation.

---

### Pastor Surveys

The church pastor will need to take the following two surveys and include them with the Self-Study submitted prior to the weekend consultation:

- DISC personality inventory – found online at [www.pdiprofile.com](http://www.pdiprofile.com)
  - Purchase the book—Discover Your Conflict Management Style, by Speed Leas, from Alban Institute ([www.alban.org](http://www.alban.org)) or Amazon and take the “Conflict Strategy Instrument” found in the book.
  - Include the results of both surveys in the church’s Self-Study report.
- 

### One Month Prior to Consultation

- Pastor and congregation continue praying about the upcoming church consultation.
  - All self-study materials for consulting team should be submitted by now to the HCI coordinator.
  - Recruit the people for the focus group and inform staff and leaders of their expected participation in the weekend (see below for specifics).
  - Begin advertising the Town Meetings, time and date.
- 

*Continued on next page*

## Preparation Checklist for Weekend Consultation, Continued

---

### One Week Prior to Consultation

Submit the following to the lead consultant and HCP Coordinator electronically:

- The Friday interview schedule including names and times of interviews.
  - The list of all who will attend the Friday night Focus Group.
  - The list of all who will attend the all-day Saturday session.
  - The schedule for Sunday morning worship and town hall meeting.
  - Dates for your town hall meetings after the weekend (usually 3), and Church Conference date.
- 

### Consultation Weekend –

#### Friday

#### Staff Interviews:

- Set up 45-minute interview times with each of the paid staff people (the actual interview is about 30-35 minutes with a short break included). Also, include unpaid staff if they are responsible for a ministry area. If you have a preschool or day care program, the director should be included in the interview schedule. The first interview will be one and a half hours with the pastor. The interviews will conclude by 5:00 p.m. The schedule should be backed up from 5:00, beginning in the morning with the pastor's interview, if necessary.
  - If you do not have more than 3 staff members, please get 3-4 more lay leaders, like the Lay Leader, Ad Council chair, UMW, or UMM presidents, or other key leaders, children's area or hospitality, even if they are unpaid. We want at least 6 interviews plus the pastor.
  - Please write up a schedule for the interviews and forward a copy to the HCI Coordinator, at least one week before the church consultation.
- 

*Continued on next page*

## Preparation Checklist for Weekend Consultation, Continued

---

### Consultation Weekend –

Friday,  
*continued*

- Supper with Pastor, spouse and some of the consultation team 5:00 pm**
    - This is an opportunity to hear from the pastor's spouse how things are going in the congregation.
    - We will be back at church by 7:00 for the focus group.
    - The dinner is provided by the lead consultant at a restaurant of the pastor's choosing.
  
  - Focus Group 7:00 – 8:30**
    - This is a group of members which represent a cross-section of the congregation. They should not be staff or relatives of staff or members in leadership roles. Very simply, these are people who are faithful in worship but have not staff or leadership responsibilities. The pastor is not a member of the Focus Group. The Focus Group will begin at 7:00 and end by 8:30 p.m.(or earlier).
    - Submit the names of these individuals to the lead consultant at least one week prior to the church consultation. It is good for the pastor to introduce the consultant who will lead the focus group and then leave for the evening.
- 

### Consultation Weekend –

Saturday

#### Staff and Leadership Sessions

- Flipchart & markers
  - A large sheet of paper and pens for each table
  - 9:00 – 10:00 Ad. Council/Ad. Board meets with consulting team
  - 10:15 – 3:00 All leaders meet with consulting team
    - All staff (paid and volunteer) and the leadership of the congregation are requested to attend this 10am to 3pm session. The consultant team will be providing teaching which is designed to move people from maintenance to missional thinking. This is a "must meeting" for staff and leadership in order that attitudes and commitment to mission can be developed.
    - Please arrange for a lunch to be provided for all participants and the consultation team. Also, please submit a list of all participants in this session to the consultant at least one week before the consultation weekend.
- 

*Continued on next page*

## Preparation Checklist for Weekend Consultation, Continued

---

### Consultation Weekend – Report Written

**Saturday,**  
*continued*

- From 3-6pm (or later) the consultation team will meet to draft the report to the congregation which will be submitted in the Town Hall Meeting on Sunday.
  - Please provide a room at the church where the team can meet. A copy of the report will be given to the pastor, on Saturday evening, and reviewed with them that evening.
  - The pastor will arrange for copies of the final version to be run for the town meeting the next day.
- 

### Consultation Weekend – Worship and Town Hall Meeting

**Sunday**

- The schedule for the morning needs to include time for worship and one hour for the “Town Hall Meeting” at which time the report will be presented. The Town Hall Meeting can take the place of the Bible Class/Sunday School or can be presented at a congregation meal after worship.
  - The selection of the times is totally up to the pastor. The actual time of the Town Hall Meeting should be selected when the most people will be present to hear the report. The pastor may choose to begin or conclude the Town Hall Meeting. Consultation with the lead consultant or coordinator will help in determining the morning schedule.
  - It is important to share the dates for the upcoming meetings to discuss the report, probably 3 of these, and the date of the Church Conference for the vote on the prescriptions, at the Town Hall Meeting on Sunday.
  - One of the members of the consultation team will deliver the sermon, and the pastor of the congregation will be the liturgist.
- 

*Continued on next page*

## Preparation Checklist for Weekend Consultation, Continued

---

**4 to 6 weeks  
Post  
Weekend  
Consultation**

During this period of time, the pastor and congregation will decide whether to accept or reject the prescriptions offered by the consultation team. If the prescriptions are adopted, a member of the consultation team will coach the pastor and congregation for at least the next year.

- HCI Team is to electronically submit the report and prescriptions to Tammy Calcote, Executive Assistant, Congregational Excellence, [tcalcote@moumethodist.org](mailto:tcalcote@moumethodist.org).

If you have any questions on the church consultation, please contact the lead consultant for the weekend or the HCI Coordinator, David Hyatt, 636-779-2366, or [dhyatt@stjstl.net](mailto:dhyatt@stjstl.net).

COPYRIGHT