

# New Church Specialties

## **NCS ReFocusing Process**

### Step By Step Sample

#### **Personal Assessment**

- \_\_\_ 1. Study what does ReFocusing pastor looks like – character & behavioral traits
- \_\_\_ 2. Study the use of spiritual gifts as they apply to ReFocusing.
- \_\_\_ 3. Understand how your personality type may impact the refocusing process.
- \_\_\_ 4. Determine what a ReFocused church looks like.
- \_\_\_ 5. Ask and answer the question; “Am I willing to give the next 3-5 years of my life to leading the church through the first generation of refocusing?”

#### **Church Assessment**

- \_\_\_ 6. Assess if the church is ready to ReFocus
- \_\_\_ 7. Determine where the church is at on the church life-cycle.
- \_\_\_ 8. Do a NCD Church Health survey and have the results analyzed. This is the minimum assessment tool you should use as you begin the process
- \_\_\_ 9. Consider a full church assessment, if the average scores of the Church Health Survey are below 50
- \_\_\_ 10. Determine current core values (budget and calendar analysis).

#### **Pastor Renewal**

- \_\_\_ 11. Begin focusing on the development of your own vision and your need for personal renewal. Seek after the heart of God in prayer.
- \_\_\_ 12. Get church board approval to pursue the ReFocusing process and to attend New Church University or hold a local church New Church University.
- \_\_\_ 13. Contact NCS and enroll in New Church University or schedule a local church NCU to develop leadership competencies in the 15 components of a high quality ReFocusing action plan.
- \_\_\_ 14. Get and study the statistics of the church’s history, both its growth & decline
- \_\_\_ 15. Network with other ReFocusing pastors either in your area or online. NCS is developing online networks for support and encouragement.
- \_\_\_ 16. Secure the services of a competent, ReFocusing coach to assist you as you move through the ReFocusing process with your church leaders.
- \_\_\_ 17. Build a personal intercession team for prayer support during the ReFocusing process.
- \_\_\_ 18. Build into your calendar times for concentrated seeking of God’s vision for the church. This may include prayer retreats and times away for focused prayer.

## Church Renewal

- \_\_\_ 19. In the church, begin an emphasis on prayer and seeking God's will and vision for the future of the church.
- \_\_\_ 20. Select an implement an Intercession Team and encourage them to pray for the specific things that will affect the refocusing of the church.
- \_\_\_ 21. Buy each church leader a copy of "Who Stole My Church?" and "Leading Congregational Change" to help them understand the importance of flexibility to change.

## Planning -- Building "Shared Vision" with the Church ReFocusing Team

- \_\_\_ 22. Carefully recruit the members of your **ReFocusing Team**. Communicate how important RF meetings are and require a 90%+ commitment to attendance.
- \_\_\_ 23. Determine the dates, times & location where the ReFocusing Team will meet.
- \_\_\_ 24. Communicate with the church board who the members of the ReFocusing Team will be. At every opportunity, keep the church board informed of what you are doing.
- \_\_\_ 25. Prepare the materials you will use for your ReFocusing Team meetings
- \_\_\_ 26. Have personal lunches, write personal notes monthly to every key influencer in the church that's not on the ReFocusing team, to keep them abreast of the ReFocusing Team's work and progress.
- \_\_\_ 27. Begin to read and increase knowledge of the process of change in a local church.

## Planning -- Key Questions for the Refocusing Team to ask and answer:

- \_\_\_ 28. Why Are You Doing This?
  - Tell the story
  - Assessment
  - Determine Current Reality
  - Church Health Survey
  - Life Cycle Determination
- \_\_\_ 29. How Will We Know What to Do?
  - Creating an environment for Personal Renewal
  - Reading the right books
  - Time in Personal Prayer
  - Taking to time to seek and listen
  - Creating an environment for Corporate Renewal
  - Intercession Strategy
  - Key sermon series

- \_\_\_ 30 .Who Will We Reach?  
--Determining the Ministry Focus Group
- \_\_\_ 31. What Kind of Church Will We Be?  
--Mission  
--Vision  
--Core Values
- \_\_\_ 32. What Should We be doing?  
--Evaluation of current ministries  
--Development of Ministry Flow Chart
- \_\_\_ 33. What Changes Need to be Made in the Facility?  
--What are the strengths of the building?  
--What are the weaknesses?  
--What do we need to change?  
--What do we need to build?
- \_\_\_ 34. How will We Let People Know?  
--Development of an advertising strategy  
--Development of an outreach strategy
- \_\_\_ 35. What Goals will We Pursue?  
--What are our short term goals? (12-18 months)  
--What are our mid range goals? (18-36 months)  
--What are our long term goals (36-60 months)  
--What is our plan to accomplish the goals?
- \_\_\_ 36. What will it Cost?  
--Develop a budget based on the strategic plan  
--Develop a stewardship plan to raise the needed money
- \_\_\_ 37. When will We Implement the Plan?  
--Identify the critical milestones  
--Determine a timeline to get things done
- \_\_\_ 38. What is our Accountability Plan?  
--Detail the plan in writing  
--Decide the follow up and reporting process

## **Implementation and Communication**

- \_\_\_ 40. Put together a communication plan. This may include a sermon series on the Mission, Vision and Value of the church and/or a refocus Sunday where the details of the plan are shared.
- \_\_\_ 41. Pace the Change – Know the church at the rate at which change can be implemented
- \_\_\_ 42. Have ReFocus team members Teach in adult Sunday School classes, lead key small group meetings, etc. to share the vision from the ReFocus Team
- \_\_\_ 43. Build accountability into your plan and learn to celebrate progress with the entire church.
- \_\_\_ 44. Plan to do another Church Health survey and analysis 18-24 months into the ReFocusing process to evaluate your progress and make adjustments to the plan.