CHURCH ADMINISTRATION COMPETENCIES
Self-Evaluation

Ability / Capacity	Experience / Confidence		
	High	**Average**	**Low**
1. I have a consciousness of harmony and see the spiritual truth in where there is conflict.			
2. I have a sense of my own divinity.			
3. I am able and willing to ask for help: God's through prayer, and from others in prayer, mentorship, and other ways.			
4. I have a clear Vision for my own ministry.			
5. I am aware of the roles and responsibilities of the Minister as CEO.			
6. I am familiar with legal responsibilities of the Minister and church management.			
7. I am familiar with critical factors in working with a board of trustees.			
8. I know the key characteristics of various leadership styles.			
9. I am well versed in conflict-management strategies.			
10. I understand the elements of a well-written staff job description.			
11. I am familiar with employee rights and labor laws and know how to locate current information about these.			
12. I am familiar with strategies for getting the most effective results when working with people.			
13. I am familiar with the UCSL Manuals and guidelines.			
14. I am familiar with the standard components of a Minister's Letter of Call.			
15. I am knowledgeable about in-church record-keeping.			
16. I am knowledgeable about UCSL record-keeping requirements for churches.			
17. I am confident in my ability to do strategic planning for the church.			
18. I am familiar with various fund-raising programs and strategies.			
19. I know how to do effective marketing and advertising for the church.			
20. I am familiar with email, social networking, and email companies and know how to inform congregants re: church news and events.			

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Self-Evaluation

Ability / Capacity	Experience / Confidence		
	High	**Average**	**Low**
21. I am comfortable with creation, implementation and follow-up for outreach events to the larger community.			
22. I have a Purpose Statement for my ministry/church.			
23. I can describe my own leadership style and its strengths and weaknesses.			
24. I am actively working on expanding my own leadership style strategies.			
25. I use active listening and responsible communication in person, on the phone, and through email.			
26. I am comfortable with my ability to select, supervise and evaluate personnel.			
27. I am comfortable leading a team.			
28. I know how to create and lead community-building exercises.			
29. I am able to create a job description for a senior minister and church staff.			
30. I know how to read financial statements and contracts. I know the key factors in decision-making for the church.			
31. I know the main elements and can write an effective, usable church budget.			
32. I know the elements that should be included in an Annual Report to the congregation and members.			
33. I am able to develop an effective marketing plan for the church.			
34. I can create a strategic plan for church growth.			

Name _____ Date _____