

Annual Self-Assessment

What is it?

Under the new structure of the United Church of Canada, communities of faith are required to complete an annual self-assessment each year for review by the regional council. This process is set out in [The Manual 2019](#) as follows:

G.1.2.2 Regular Self-Assessments Congregations and other communities of faith are responsible for doing self-assessments of their ministry regularly. They must reflect on their understanding of their identity and their community context. They may consider

- a) their accomplishments;
- b) the present opportunities and challenges; and
- c) the resources required for meeting those opportunities and challenges.

They must file a report of the self-assessment with the regional council. The regional council participates as a partner in this review, offering resources and support from the wider church.

In your region, the self-assessment includes the annual report, profile and living faith story and the self-assessment checklist. Congregations may also choose to send additional information. All items are to be sent to the Minister, Congregational Support and Mission for review by the covenant commission. LAllin@united-church.ca

Annual Report As approved at the annual meeting. See the information provided for best practices in preparing your annual report found under [Congregational Support Toolkits](#).

Profile and Living Faith Story Communities of faith are to update their profile and living faith story annually and have it approved by their congregation. During Covid-19 it is acceptable to have it approved by the governing body, with the expectation that they have sought input and feedback from the congregation. Resources and worksheets are available on the regional council webpage under "[Congregational Support Toolkits #2](#)". If your community of faith has not yet completed this process, please make it a goal for 2021.

Self-Assessment Checklist The self-assessment checklist has been developed to help communities of faith carry out the responsibility of performing an annual self-assessment. It provides a list of policies and practices required by provincial/federal law and the United Church of Canada. It also serves as a reminder of the responsibilities shared by the community of faith. If there are several items on the checklist that need to be addressed, Don't Panic! Instead make a plan to address the ones of highest priority in the coming year. Report on the checklist which items the congregation will be working on. The checklist can be found on the regional council webpage under "[Congregational Support Toolkits #7](#)".

Your Profile and Living Faith Story

What is it?

- A discernment tool for helping communities of faith identify trends, strengths, challenges and ministry priorities
- A requirement for any proposal that requires approval by regional council
- A requirement for declaring a vacancy
- Part of the required annual self-assessment of the community of faith (Manual 2019 I.1.4)
- The purpose of the community of faith profile is to
 - a) articulate the community of faith's witness to the gospel
 - b) articulate the ministry needs of the community of faith
 - c) summarize the community of faith's resources and community context

([Pastoral Relations: Guidelines for a Community of Faith Profile](#))

Who Completes it?

- The governing body is responsible for preparing the profile, including the living faith story. They can choose to delegate this work to an ad hoc committee. Normally the profile and living faith story is approved by the congregation, however during the Covid-19 pandemic, the governing body may approve it if necessary.
- All communities of faith are required to complete the profile worksheets and living faith story and submit a digital copy to the covenant commission by emailing LAllin@united-church.ca
- At this time all communities of faith that have been without ministry personnel for two years or longer must complete this work by June 31, 2021 and send a copy to the covenant commission for review.

Resources

Copies of the handbook and profile worksheets can be found on the regional website under "[Congregational Support Toolkit #2](#)". For more information contact Lynne Allin, Minister, Congregational Support and Mission LAllin@united-church.ca