**Sunday School/Open Groups**

**Worksheets for Analysis of Growth and Improvement**

Adapted from Spooner, Bernard M., Ed. (2012), *Christian Education Leadership: Making Disciples in the 21st Century Church*, Christian Leadership Publishing, pp. 337-342.

Think of yourself as an outside consultant who is making recommendations to church leaders for both growth and improvement of the Sunday School or small group ministry. Follow the steps below and answer questions following each organizational chart. Complete one age group before moving to the next.

**Note that Recommended Group Size and Ratios below are based on the goal of maximizing individuals’ participation, both in the group setting and in relational connections with leaders and other members beyond the group meetings.** Some well-organized groups can maintain such connections beyond the “recommended” numbers, but the recommendations do serve as useful guidelines for projecting your potential and for developing the new leaders and space required for growth.

***1. Revise the charts below by adding or deleting lines to fit your current groupings.*** Use your current group age and/or stage of life designations. Watch for missing age ranges and life stages as you complete your analysis, as this may be one indication of where new groups are needed.

***2. Determine total enrollment by age group.*** For each age group, list in the chart the actual number of persons on your Sunday School and/or Small Group list, which should include enrollment plus prospects. Enrollment includes members who attend regularly as well as those members who do not. Prospects are potential group members for whom you have accurate contact information.

***3. Determine the maximum group size:*** Add Current Enrollment and Prospects on File to determine the Total Possibilities for each age group.

***4. Determine the number of groups needed:*** Divide Total Possibilities by Recommended Maximum Group Enrollment (or limit as shown In the chart) for each group. The result is the number of teaching groups (classes) needed for each age group.

***5. Determine the number of teachers/workers needed:*** Divide Total Possibilities by Recommended Pupil to Adult Ratio as shown in the charts for each age group to determine how many teachers and other leaders are needed.

***6. Determine the space requirements for each group:*** List the size of each classroom in square feet. Divide by recommended square feet per person for each age group to find maximum capacity of the room. Then multiply by 0.80 to get the maximum average attendance capacity. Groups rarely average more than 80% of maximum room capacity.

 **Age Group** **Recommended Space Per Person**

 Preschool 35 square feet

 Children 25 square feet

 Youth & Adults 15 square feet

**Growth and Improvement Analysis Worksheet—Preschool**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Preschool Age Groups** | **Current Group Enrollment** | **Prospects on File** | **Total Possibilities** | **Recommended Maximum Grp Enrollment** | **Teaching Groups Needed** | **Recommended Child to Adult Ratio** | **Total Workers Needed** |
| Babies |  |  |  | 12 |  | 3:1 |  |
| Ones |  |  |  | 12 |  | 3:1 |  |
| Twos |  |  |  | 12 |  | 3:1 |  |
| Threes |  |  |  | 12 |  | 3:1 |  |
| Fours |  |  |  | 16 |  | 4:1 |  |
| Fives |  |  |  | 16 |  | 4:1 |  |
| Kindergarten |  |  |  | 16 |  | 4:1 |  |

Recommendations: Using the Recommended Maximum Group Enrollments and Recommended Child to Adult Ratios, what would you recommend to church leaders based on the information you developed above?

1. What teaching groups will be needed? Considering the Recommended Maximum Group Enrollments (twelve for Babies through Threes, and sixteen for Fours, Fives, and Kindergarteners),

* What additional teaching groups do you recommend if all of the necessary space is available?
* If space is limited, what additional teaching groups do you recommend?

2. How many teachers/workers will be needed? If one teacher/worker is needed for each three persons (pupils) for Babies through Threes and for each four persons (pupils) for Fours, Fives, and Kindergarteners,

* How many additional workers are needed to provide for all of the current enrollment and prospects (Total Possibilities)?
* If space is limited, how many workers are needed to provide only for the groups you would recommend?

3. Do you think this recommendation is practical? Explain.

4. At 35 square feet per preschooler, is the current room adequate for projected attendance of each group?

5. What are some other thoughts or suggestions to improve the ministry and better meet the needs of this age division?

**Growth and Improvement Analysis Worksheet—Children**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Children’s Division Grades\*** | **Current Group Enrollment** | **Prospects on File** | **Total Possibilities** | **Recommended Maximum Grp Enrollment** | **Teaching Groups Needed** | **Recommended Child to Adult Ratio** | **Total Workers Needed** |
| 1st Grade |  |  |  | 30 |  | 6:1 |  |
| 2nd Grade |  |  |  | 30 |  | 6:1 |  |
| 3rd Grade |  |  |  | 30 |  | 6:1 |  |
| 4th Grade |  |  |  | 30 |  | 6:1 |  |
| 5th Grade |  |  |  | 30 |  | 6:1 |  |
| 6th Grade |  |  |  | 30 |  | 6:1 |  |

\*6th Grade may be included under the Youth Division. Each church should decide what is best for 6th graders based on local schools and preferred ministry approach.

Recommendations: Using the Recommended Maximum Group Enrollment and Recommended Child to Adult Ratio, what would you recommend to church leaders based on the information you developed above?

1. What teaching groups will be needed? Considering the Recommended Maximum Group Enrollment of thirty,

* If all of the necessary space is available, how many teaching groups do you recommend?
* If space is limited, how many teaching groups do you recommend?

2. How many teachers/ workers will be needed? If one child/adult is needed for each six persons (pupils),

* How many teachers/workers are needed to provide for all of the current enrollment and prospects (Total Possibilities)?
* If space is limited, how many workers are needed to provide for the groups you would recommend?

3. Do you think this recommendation is practical? Explain.

4. At 25 square feet per elementary attendee, is the current room adequate for projected attendance for each group?

5. What are some other thoughts or suggestions for improving the ministry to better meet the needs of this age division?

**Growth and Improvement Analysis Worksheet—Youth**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Youth Division Grades\*** | **Current Group Enrollment** | **Prospects on File** | **Total Possibilities** | **Recommended Maximum Grp Enrollment** | **Teaching Groups Needed** | **Recommended Student to Adult Ratio** | **Total Workers Needed** |
| 7th Grade |  |  |  | 30 |  | 4:1 |  |
| 8th Grade |  |  |  | 30 |  | 4:1 |  |
| 9th Grade |  |  |  | 30 |  | 4:1 |  |
| 10th Grade |  |  |  | 30 |  | 4:1 |  |
| 11th Grade |  |  |  | 30 |  | 4:1 |  |
| 12th Grade |  |  |  | 30 |  | 4:1 |  |

\*6th Grade may be included under the Children’s Division. Each church should decide what is best for 6th graders based on local schools and preferred ministry approach.

Recommendations: Using the Recommended Maximum Group Enrollment and Recommended Student to Adult Ratio, what would you recommend to Church leaders based on the information you developed above?

1. What teaching groups Will he needed? Considering the Recommended Maximum Group Enrollment of fifteen,

* How many teaching groups do you recommend if all of the necessary space is available?
* If space is limited, how many teaching groups do you recommend?

2. How many teachers/workers will be needed? If one teacher/worker is needed for each four persons (pupils),

* How many teachers/workers are needed to provide for all of the current enrollment and prospects (Total Possibilities)?
* If space is limited, how many teachers/workers are needed to provide for the groups you would recommend?

3. Do you think this recommendation is practical? Explain.

4. At 15 square feet per youth attendee, is the current room adequate for projected attendance of each group?

5. What are some other thoughts or suggestions for improving the ministry to better meet the needs of this age division?

**Growth and Improvement Analysis Worksheet—Adult**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Adult Division Groups** | **Current Group Enrollment** | **Prospects on File** | **Total Possibilities** | **Recommended Maximum Grp Enrollment** | **Teaching Groups Needed** | **Recommended Pupil to Leader\* Ratio** | **Total Workers Needed** |
| College(18-24) |  |  |  | 35 |  | 6:1 |  |
| Young Adults(18-24) |  |  |  | 35 |  | 6:1 |  |
| Young Adults(25-34) |  |  |  | 35 |  | 6:1 |  |
| Median Adults(35-54) |  |  |  | 35 |  | 6:1 |  |
| Median Adults(55-64) |  |  |  | 35 |  | 6:1 |  |
| Older Adults(64-up) |  |  |  | 35 |  | 6:1 |  |

\*Notes:

1. When possible, a Lead Teacher and an Apprentice Teacher are recommended. In the worksheet above, “Leader” includes a teacher, an apprentice teacher, and all class leaders such as care group leaders, outreach leaders, and mission project leaders.
2. In smaller churches, it is recommended that the Maximum Group Enrollment be twenty-five to avoid administrative problems where a group (class) may tend to become a “voting block.”
3. To be effective, adult groups should have more than one teacher/facilitator to achieve full potential for reaching, teaching, and ministering. The model suggested here provides for effectively maintaining meaningful life connections among and between group members.

Recommendations: Based on your analysis and using the Recommended Maximum Group Enrollment and Recommended Leader to Pupil Ratio, what would you recommend to church leaders based on the information you developed above?

1. How many teaching groups are needed? If one group (class) is needed for each thirty-five pupils (Maximum Group Enrollment),

* How many teaching groups (classes) are needed for this division if all of the space needed is available?
* If there is limited space, how many teaching groups do you recommend?

2. How many leaders are needed? If one leader is needed for each six persons (pupils),

* How many leaders are needed to provide for all of the current enrollment and prospects (Total Possibilities)?
* If space is limited, how many leaders are needed to provide for the groups you would recommend?

3. Do you think this recommendation is practical? Explain.

4. At 15 square feet per adult attendee, is the current room adequate for projected attendance?

5. What are some other thoughts or suggestions for improving the ministry to better meet the needs of this age division?