

Sunday School and Small Group Worksheets for Analysis of Growth and Improvement

Adapted from Spooner, Bernard M., Ed. (2012). *Christian Education Leadership: Making Disciples in the 21st Century Church*. Coppell, TX: 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 Size (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.

Growth and Improvement Analysis Worksheet—Preschool

Preschool Age Groups	Current Enrollment	Prospects on File	Total Possibilities	Recommended Maximum Group Size	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 Size 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 Sizes (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. 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

Children's Division Grades*	Current Enrollment	Prospects on File	Total Possibilities	Recommended Maximum Group Size	Teaching Groups Needed	Recommended Child to Adult Ratio	Total Workers Needed
1 st Grade				30		6:1	
2 nd Grade				30		6:1	
3 rd Grade				30		6:1	
4 th Grade				30		6:1	
5 th Grade				30		6:1	
6 th 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 Size 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 Size 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. 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 Enrollment	Prospects on File	Total Possibilities	Recommended Maximum Group Size	Teaching Groups Needed	Recommended Student to Adult Ratio	Total Workers Needed
7 th Grade				30		4:1	
8 th Grade				30		4:1	
9 th Grade				30		4:1	
10 th Grade				30		4:1	
11 th Grade				30		4:1	
12 th 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 Size 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 Size 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. 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

Adult Division Groups	Current Enrollment	Prospects on File	Total Possibilities	Recommended Maximum Group Size	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:**

- 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 officers such as care group leaders, outreach leaders, and mission leaders.
- In smaller churches, it is recommended that the Maximum Group Size be twenty-five. This helps to avoid administrative problems where a group (class) may tend to become a “voting block.”
- 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 Size and Recommended Leader to Pupil Ratio, what would you recommend to church leaders based on the information you developed above?

- How many teaching groups are needed? If one group (class) is needed for each thirty-five pupils (Maximum Group Size),
 - 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?
- 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?
- Do you think this recommendation is practical? Explain.
- What are some other thoughts or suggestions for improving the ministry to better meet the needs of this age division?