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Students enrolled in Effective Church Management Course

Dear Friends:

I am delighted that you have enrolled in Hartford Seminary's five day course, Effective Church Management. I am looking forward to spending the week with you.

To prepare for the course you will need to buy at least ten copies of the *Congregational Systems Inventory*. Before the class begins you should have approximately ten members your church, or a congregation with which you are working, fill out copies of the inventory. Limit the distribution of the inventory to people who serve or have served in leadership positions in the church. Tell those who fill it out that you will share with them what you have learned from the inventory after the course. Do not ask people to fill it out anonymously. Have each person put his/her name on the score sheet of the inventory. You will find a summary scoring form attached to this letter. On this form put a slash, check mark, or initials for each person's score on all seven scales so that you end up with one sheet that has every person's score on it. If you have questions about the distribution of the inventory or scoring, drop me an e-mail.

I do not recommend that you use this inventory in a highly conflicted congregation. If you do not have access to a congregation that is not highly conflicted (or don't otherwise have access to a congregation), please fill out one copy of the inventory yourself.

I have a Jewish version of the inventory for those of you who may want to use this inventory with a synagogue.

You will find it helpful, also, to buy the manual that goes along with the inventory. I would suggest that you read this book before you distribute the inventory, if you can. This way you will be able to answer questions people may have about the purpose of the inventory.

Those who have the time to do so will benefit from reading as much of the required reading materials as possible before the class starts. However, you will be able to get along in class quite well, if you have not read it.

Sincerely,

Speed Leas

