

Change Impact Assessment

Instructions: Fill out this assessment based on what you currently know about the change(s) that will be happening in your church. As things progress the impacts to affected groups may also fluctuate, if this happens come back and reassess to make sure all affected groups are accounted for. It's best to have more than 1 person fill this out, as varying perspectives will provide a broader understanding of who will be impacted and the degree of impact.

To successfully manage any change, it's important to:

- **Communicate Clearly:** Keep everyone informed about what's changing and why.
- **Provide Training and Support:** Offer resources to help everyone adapt smoothly.
- **Encourage Feedback:** Listen to input from others to make necessary adjustments.

Impacted groups:

Pastor/Church Leadership (P/CL)-- Any who are considered to be formal leaders within the church community. This could be the pastor(s), Elders, Deacons, Lay Leaders (Vestry or Council) or any who have decision making authority, or input into decisions regarding the direction of the church.

Staff/Volunteers (S/V)-- Separate from Church Leadership even if some staff have decision making authority within their area of expertise. Staff/Volunteers are those who contribute to the day to day running of the church such as administrative assistants, bookkeeping, operations, youth/children's ministries etc.

Congregants/Parishioners (Co/Pa)-- Those who attend the church either as visitors or long term members.

Scale of Impact

1- Minimal or no impact **2-** Some impact/no training required **3-** Moderately Impacted --some training or communication required **4-** Substantially Impacted--training and/or communication required (limited time) **5-** Significantly Impacted success dependent on required training and/or communication

Briefly describe what change will occur:

How long will it take to implement this change?

Do you think this change will be received positively or negatively? Why?

Understanding Process Change

A process change refers to modifying how things are done within an organization. This could mean updating existing procedures, or adopting new technologies to improve operations.

Why Implement Process Changes?

- Improve Efficiency: Finding ways to save time and resources.
- Enhance Communication: Keeping everyone in the loop and engaged.
- Respond to Needs: Better meet the needs of the community.

Changes can affect different groups within the church:

- Pastor/Church Leadership: May need to adjust their leadership approach, participate in training, or adapt to changes in policies or procedures.
- Staff/Volunteers: Might need training, have changes in their roles/responsibilities, or adapt to new policies.
- Congregants/Parishioners: Could notice differences in how they participate, receive or give information.

Will new processes be created?	P/CL	S/V	Co/Pa
Will existing processes need to be adapted or changed?	P/CL	S/V	Co/Pa
Will training a formal training plan be needed?	P/CL	S/V	Co/Pa
Process Change Totals	P/CL	S/V	Co/Pa

Understanding Operational Change

Operational change involves altering the day-to-day activities. This type of change can include restructuring teams, updating decision authority, downsizing staff or a change in what services are offered to either the body of the church or the larger community.

Why Implement Operational Changes?

- Streamline Processes: To make operating the church more efficient by reducing unnecessary steps or eliminating redundancies.

- Cost Reduction: Finding ways to save money by utilizing resources better or cutting unnecessary expenses.
- Enhance Services: Improving how support is provided to better meet the needs of the community.

Potential Impacts to the Church Community

- Pastor/Church Leadership: May need to adapt to new ways of guiding the church or adjust their focus discerning where God is leading the church.
- Staff/Volunteers: Could experience changes in their daily tasks or require training in new ways of working.
- Congregants/Parishioners: Might see changes to what ministries are available or changes in how they interact with those ministries.

Will there be a change to organizational structure?	P/CL	S/V	Co/Pa
Will there be a change to how decisions are made?	P/CL	S/V	Co/Pa
Will a formal training plan be needed?	P/CL	S/V	Co/Pa
Operational Change Totals	P/CL	S/V	Co/Pa

Understanding Behavior Changes

Behavior changes within a church setting often involve adapting to new ways of thinking and interacting as a community. This can include shifts in culture or mindset that align with new ministries or where God is calling the church.

Why Implement Behavior Changes?

- Foster Inclusivity:
 - Encouraging an environment where everyone feels valued and included, regardless of their background or faith journey.
- Build Community:
 - Strengthen the sense of belonging amongst congregation or parish fostering a thriving community atmosphere.
- Encourage Open-Mindedness:
 - Promoting a culture that is open to new ideas and perspectives, which can lead to personal and community growth.

Potential Impacts to the Church Community

- Pastor/Church Leadership:
 - Leaders may need to model new behaviors and attitudes and openly communicate why there is a need for a culture shift, setting an example for the rest of the community.
- Staff/Volunteers:

- They might need to adopt new ways of interacting with each other, the church or wider community.
- Congregants/Parishioners:
 - Members could experience a shift in how they engage with the church, or the wider community as a more faithful commitment is being asked of them.

Implementing behavior changes requires patience and persistence, as these shifts often take time to fully integrate into the church culture.

Will this require a behavioral change?	P/CL	S/V	Co/Pa
Will a formal training plan be needed?	P/CL	S/V	Co/Pa
Behavior Change Totals	P/CL	S/V	Co/Pa

Assessment Totals	P/CL	S/V	Co/Pa
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Scoring: Combine the totals from Process, Operational and Behavioral Changes for each impacted group. The higher the number (20 or more) the more that group will be impacted by the change. If you have high scores for *more than one group*, please contact us at [The Five Twenty-Two Group](#) and we can talk with you about some additional options.

- 30-40--Significant change impacts
 - Risk of change saturation. Recommend looking at your change, breakig it into multiple phases with time in between each phase for adaptation and adoption.
- 20-30-- Substantial change impacts
 - Recommend looking at the change being made and see if it can be broken down into multiple phases.
- 10-20-- Moderate change impacts
 - To ensure adoption make sure communication is clear addressing why the change is necessary and intended outcomes.
- 0-10-- Low or no change impacts
 - Focus on clear communication, highlighting intended outcomes.