



## Instructions for Ministry Evaluation & Scoring

This tool is designed to assess your ministry's readiness and effectiveness for participation in the program. Using the provided assessment form, you will assign a **numerical score** that reflects your ministry's current state.

### Step 1: Evaluate Your Ministry Using the Assessment Form

Rate your ministry in each of the following categories on a scale from **1 to 5** based on the provided criteria:

1. **Leadership & Governance** – Strength of leadership, accountability, and training.
2. **Community Engagement** – Effectiveness in serving and connecting with the community.
3. **Faith Integration** – Depth of spiritual impact and faith-centered programming.
4. **Financial Health & Sustainability** – Stability of funding and financial management.
5. **Program Impact** – Ability to measure and demonstrate meaningful outcomes.
6. **Innovation & Growth** – Willingness to adapt, improve, and implement best practices.

### Step 2: Assign a Score (1-5) Per Category

- **1-2:** Needs major improvement
- **3:** Functional but requires growth
- **4-5:** Strong and effective

### Step 3: Calculate Your Total Score

- Add up all category scores for a **total numerical score**.
- Compare your total score to the program's qualification threshold.

### Step 4: Submit Your Evaluation

- Provide the completed assessment form to Brandan Thomas via email - [bthomas@citygatenetwork.org](mailto:bthomas@citygatenetwork.org).

If you have any questions, contact Brandan at (540) 771-0617.

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We look forward to reviewing your information and partnering with you to advance innovative and impactful ministry practices!

## CITYGATE NETWORK: INNOVATION AND IMPACT LAB ASSESSMENT FORM

	1	2	3	4	5	
	CRISIS	VULNERABLE	SAFE	BUILDING CAPACITY	THRIVING EMPOWERED	YOUR SCORE
<b>EMERGENCY / ENHANCED SHELTER</b>	Lack staff, beds, benchmarks, structure, and planning	Minimal staff, large # of beds, minimal structure	Adequate staff : bed ratio, structured to meet guest needs,	Case management staff added to shelter staff; established benchmarks for change	Guests progressing through programs or into self-sufficiency	
<b>DATA</b>	No systems (computers/software) to support equipment	Outdated systems/software; broken or missing equipment	Systems and equipment currently function but are not sustainable for growth	Systems updated, meeting current to (most) future needs	Strategic plan to meet future needs	
<b>PROGRAMS</b>	No "Philosophy of Care," training, policies, procedures; significant staff concerns	Minimal vision, goals, strategies; nothing codified or communicated; minimal policies and procedures; newer staff; minimal training	Some goals; strategies codified and communicated; some training established; updated policies and procedures	Policies/procedures reflect industry standards / best practices; goals, strategies, vision updated / reviewed regularly; training developed / implemented	Sharing policies / procedures with other ministries; professional development plans for staff; 5-10 year roadmap for programs; growth mindset	
<b>ONE MINISTRY ONE TEAM</b>	Lacking communication between departments; silos	Minimal commitment to coordinate events	Regular meetings, communication between program departments established	Regular communication between ALL departments; strategic recruitment	Communication plan from all departments; clear communication; healthy staff; high retention rates	
<b>ORGANIZATIONAL HEALTH</b>	Senior leadership not on the same page; sacred cows; no vision, goals, strategies for health/growth	Senior leadership in conflict with team members; hesitation to address sacred cows	Discussions about sacred cows; senior leadership willing to address conflict	Senior leadership resolving conflict and removing sacred cows	Senior leadership culture functioning as a dream team; still curious for growth	
<b>FINANCIAL / DEVELOPMENT</b>	operating at a ___% deficit; revenue trending down; no strategic plan	Unsustainable future; minimal strategic planning	Decreasing deficit; increasing revenue	Financial stability; reserve fund established	Board-approved budget; meeting revenue targets	
<b>CASE MANAGEMENT</b>	Understaffed; no budget or training	Case manager : guest ratio out of alignment; high burnout; no training	Positions are filled; training complete	Healthy guest : staff ratio; at least one senior case manager for every program	Long-term case managers; proven outcomes and success	
						<b>TOTAL SCORE</b>