



**WHAT  
CHILDREN  
NEED!**

## REGISTERED CHILDCARE MINISTRIES

# SURVEY SAID

WE ASKED EXPERIENCED LEADERS OF REGISTERED CHILDCARE MINISTRIES,  
“WHAT DO YOU HAVE TO DO WELL TO BE EFFECTIVE AND SUSTAINABLE?”

Be a relentless champion for meeting children’s developmental needs! Otherwise, what’s the point?

Make sure services meet current community needs. Document those needs with surveys/polls/testimonials.

Board members must participate, contribute and advocate.



**Build a strong relationship with your church partner. Outline shared vision/delineate responsibilities.**

Ensure frequent, transparent communication between lead staff and board.

Diversify funding streams so you have enough money to maintain quality.

*Diversity could include fees for service and support from your church, plus: partnerships, contributions and fundraising.*

Keep a cash reserve in case of emergency.

Prepare and understand these key financial reports:

*Annual budget*

*Monthly budget-to-actual comparisons*

*Cash flow statement*

*Balance sheet*

Keep your registered status intact.



## Talk about it.

Does your organization do these essential things well? *If not, one of our Nonprofit Toolbelt Grants might be able to help!*

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# REGISTERED CHILDCARE MINISTRIES



## START WHERE YOU ARE BAR

Building a strong, durable and impactful registered ministry is a difficult thing to do. **BUT YOU'RE NOT IN IT ALONE!** Gather your board, some staff, parents and community leaders and fill out this survey. Your spot on our **Start Where You Are Bar** will help you decide your next areas of focus. Then tap into our Nonprofit Toolbelt Grants to help you study, compare, consult and even hire a mentor or coach.

To get started, simply place an X in the column that best describes where your organization stands on each topic.

### HERE'S THE TOPIC:

### HERE'S WHERE WE ARE:

	NEVER	SOMETIMES	FREQUENTLY	CONSISTENTLY	ALWAYS
<b>A. MISSION</b>					
1 Our programs and services address the thought(s) expressed in our mission statement.					
2 We develop new programs/services only when needed to accomplish our mission.					
3 We modify our programs/services to meet community needs, but only if they further our mission.					
<b>B. GOVERNANCE</b>					
1 We maintain clear and timely communication between our board and staff leaders.					
2 We effectively and consistently train and develop our board.					
3 Our board members are aware of their financial and legal responsibilities.					
<b>C. VISIBILITY</b>					
1 There is consistency between what we say we do and what we do.					
2 We maintain positive public relations with the people and community we serve.					
3 We use various media to communicate about our work (website, social media, in-person, etc.)					
<b>D. COMMUNICATIONS</b>					
1 Our board supports our mission, programs and services.					
2 Our communications with our church partner are clear and effective.					
3 We are open and honest when communicating with funders.					
<b>E. PROGRAMMING</b>					
1 We offer programs and services based on accurate needs assessments.					
2 We measure program outcomes and make changes based on our assessment.					
3 We create new programs while maintaining quality services to those we serve.					



## HERE'S THE TOPIC:

## HERE'S WHERE WE ARE:

	NEVER	SOMETIMES	FREQUENTLY	CONSISTENTLY	ALWAYS
<b>F. REVENUE GENERATION</b>					
1 Our fundraising efforts are well organized, and fundraising targets are met consistently.					
2 We maintain sufficient reserve funds to meet expenses in case of emergency.					
3 Our financial decisions are made based on current budget and financial reports.					
<b>G. FINANCE AND ACCOUNTING</b>					
1 We regularly prepare and share financial reports with our board, including: annual budget, budget-to-actual comparison, cash flow statement and balance sheets.					
2 We pay all our bills in a timely manner.					
3 We set, and follow, a policy related to money owed to us.					
4 To guide our decision making, we monitor individual programs/classrooms, to understand whether they break even, add to our revenue or operate at a loss.					
<b>H. STAFFING</b>					
1 We have clearly expressed job descriptions for all employees and volunteers.					
2 We regularly conduct performance evaluations for all our employees.					
3 We measure and take actions for our employees' satisfaction with their work quality of life, including, but not limited to, compensation and benefits.					
<b>I. ONGOING ASSESSMENT</b>					
1 Our board and staff regularly review, and revise as necessary, our guiding documents.					
2 We ask questions to understand the needs of our internal and external stakeholders.					
3 We effectively assess our internal operations.					
<b>J. COMMUNITY PARTNERSHIPS</b>					
1 We actively seek partnerships with schools, service clubs, businesses and others that can help us further our work.					
2 Our relationship with our church partner is strong and clearly defined.					
<b>Count the number of Xs that you have in each vertical column and record them here:</b>					



Now, decide which of the areas above you want to improve:

Consider your options for bringing about this positive change within your organization:

Choose a date NOW to re-do this survey and observe your progress:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

## START WHERE YOU ARE BAR

Color in the box that corresponds to your highest number.

NEVER	SOMETIMES	FREQUENTLY	CONSISTENTLY	ALWAYS
Your days at work might seem tough – maybe a few that require alternating IV's of coffee and chocolate.	It might feel like you're taking two steps forward and one step back – is there a GPS for nonprofits?	You've got it goin' on! Time to treat yourself to a bubble bath – after this board meeting, of course.	In short: YEEEESSSS! If you were abs, you'd be a six-pack.	WOW – time to take a load off and enjoy your success! Seriously. Go home, sit down, kick up your feet and breathe.