

CCMP

Implementation, Monitoring and
Documentation Toolkit

July 2015

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Introduction

CCMP Monitoring and documentation tool kit aims at improving the quality of CCMP implementation and documentation by local churches and communities. It also aims at enhancing involvement in defining, implementing, and monitoring the quality improvement process.

An integral part of this process involves providing CCMP coordinators, facilitators, local church and community members with the skills and tools for systemic support they need to monitor, improve and document the progress of CCMP in their churches and communities

CCMP Monitoring and documentation Toolkit provides a set of tools that have been developed as a result of on-going learning and consistent need to ensure quality of CCMP and effective scale up. They are provided here as a resource to supplement CCMP manual for CCMP coordinators and facilitators. We hope that this toolkit will enable practitioners to better plan, design, implement, reflect, evaluate and document progress of their CCMP work. Please use these tools and adapt them as needed.

As you use the CCMP monitoring and documentation toolkit, we encourage you to complete the feedback form on the last page of this document and email it to mary.mbuki@tearfund.org. This will enable us to continually improve these tools.

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Partner Organisation	Participants
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Sincerely,

Mary Mbuki
Capacity Building Officer, Kenya Programme
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Reference Guide for CCMP Tools

Tool	Purpose	Timing and Frequency of use
Tool 1: A tool for Tracking CCMP Implementation	<ul style="list-style-type: none"> - For monitoring progress by church leaders, local churches, coordinators and other stakeholders - For reviews – to tell the pace of a church - To capture the number of direct beneficiaries from CCMP 	<ul style="list-style-type: none"> - Used after completion of each stage/activity in CCMP
Tool 2: CCMP Timeline Tracker	<ul style="list-style-type: none"> - For showing how long CCMP takes in a particular local church and community and hence inform commitment of time and resources. - To point to deviations in the pace of the process and hence allow for early remedial measures 	<ul style="list-style-type: none"> - As needed
Tool 3: A guide for conducting periodical reflections and self - assessment with Local Churches	<ul style="list-style-type: none"> - For guiding discussions during a self-reflection by local churches; to tell the extent to which a local church is getting mobilised for holistic ministry - To conduct reviews and evaluations of local churches going through the CCM 	<ul style="list-style-type: none"> - Every 6 months (for a local church self- assessment)
Tool 4: A Guide for Conducting Periodical Reflection with the Community	<ul style="list-style-type: none"> - For guiding discussions during a self-reflection by communities going through the CCM; to tell the extent to which a community is being transformed through CCM - To conduct reviews and evaluations of communities going through the CCM 	<ul style="list-style-type: none"> - Annually (for a community self- assessment)
Tool 5: An activity Plan Guide	<ul style="list-style-type: none"> - To help local churches and communities plan for specific activities derived from their planned interventions 	<ul style="list-style-type: none"> - As needed
Tool 6: A guide for Reviewing Church/Community Action Plans	<ul style="list-style-type: none"> - For conducting participatory reviews of action plans by local churches and communities going through the CCM 	<ul style="list-style-type: none"> - As needed
Tool 7: Monitoring Matrix for CCMP Coordinators	<ul style="list-style-type: none"> - For helping CCMP coordinators plan for monitoring CCMP work in local churches/communities going through CCMP in their denominations, dioceses or organisations 	<ul style="list-style-type: none"> - Monthly (or as planned)
Tool 8: A CCMP Monthly Reporting Template (for coordinators and facilitators)	<ul style="list-style-type: none"> - For helping CCMP coordinators and facilitators write standard reports that capture important information and can be used to monitor progress of CCMP in local churches and communities in their organisation, dioceses or denominations 	<ul style="list-style-type: none"> - Monthly
Tool 9: A guide for writing a Transformation Story	<ul style="list-style-type: none"> - For guiding local churches, CCRPs, facilitators and coordinators write human interest stories as a result of CCM work 	<ul style="list-style-type: none"> - As needed
Tool 10: A Template for Documenting Lessons Learnt	<ul style="list-style-type: none"> - For on-going documentation of lessons learnt during implementation of CCMP work 	<ul style="list-style-type: none"> - As needed
Tool 11: A tool for documenting Basic Project Data	<ul style="list-style-type: none"> - To capture critical information (outputs) of CCMP work at the local church and community going through CCMP within an organisation, denomination or dioceses 	<ul style="list-style-type: none"> - Quarterly
Tool 12: A tool for documenting Upcoming Projects/Interventions at the Local Church or Community Level	<ul style="list-style-type: none"> - For proper documentation of interventions initiated by local churches and communities to address their felt needs. This also captures the number of beneficiaries 	<ul style="list-style-type: none"> - Every six months
Tool 13: A guide for planning and conducting an exposure visit	<ul style="list-style-type: none"> - To guide in planning for a beneficial outcome oriented exposure visit for people who would like to learn about CCMP from local churches and communities that are already going through CCMP 	<ul style="list-style-type: none"> - As needed

Tool 3: A guide for conducting periodical reflections and self -assessment with Local Churches

- This tool can also be used for conducting reviews of the progress of churches in terms of level of awakening for holistic ministry
- Note that these set indicators are basic indicators that have been agreed by the Kenya CCMP practitioners to be universal in Kenyan context and that they would use to rate empowerment of churches – these can be changed for other contexts
- The local churches develop their indicators in an on-going manner

Date:	
Church	

Score: See explanation on the explanation of score column

Area of assessment	Explanation of the score	Score	Out of		Action for improvement in the next period (Use tool 5 to guide in planning)
1. Participation in CCMP (critical mass)	1- 20% =1 21-40%=2 41-60%= 3 61%- 80%=4 81-100%=5		4	% of church members participating in CCMP	
2. CCMP content retention (Local church remember content learn)	All content - 4 Some content - 2 None - 0		4	<p style="text-align: center;">Indicators</p> <p>Local church members are able to articulate</p> <ul style="list-style-type: none"> - CCMP concepts (a process, Holistic transformation, locally available resource, unity of the church and community, benefits of CCMP, ongoing, the purpose, integral mission) - CCMP pillars – holistic human transformation, relationships, locally available resources, local church, empowerment, changed changing agents, sustainability, process not a product, reaching Gods given potential - All Bible studies covered, principles and how applied in their lives - Description, Information gathering, analysis, decision making and their importance and what they did with this 	
3. We now have a vision	No vision = 0 Any vision= 1 Holistic vision =3		3	Still Happy with vision	Vision needs revision
				Are we happy with the vision	We are not happy we need to revise the vision
4. Vision documented	Yes= 1 No= 0				
5. Members able to articulate the Church vision	1- 20% of the church =1 21-40% =2		4	Indicators	Progress
				% of members in a sample able to articulate the church vision – it doesn't have to be word for word	

	41-60%= 3 61%- 80%=4 81-100%= 5			% of members in a sample able to link vision with their activities- understand how the vision guides their activities				
6. Local church understands Biblical mandate for holistic ministry	Understanding as spiritual only = 0 Understanding as spiritual and physical within church = 1 Understanding as spiritual and physical within church and community =3	3		Indicators	Progress			
				Local church able to understand that their mandate is to minister spiritually and physically				
	1- 20% of the church =1 21-40% =2 41-60%= 3 61%- 80%=4 81-100%= 5			% of church members attending CCMP and other community meetings				
7. Local Church applying Biblical mandate for holistic ministry	Spiritual initiatives addressing members =1 Spiritual initiatives addressing members and community=2 Interventions targeting physical and spiritual needs of members =3 Interventions targeting physical and spiritual needs of members and community =4	4		Indicators	Progress			
				Local church implementing initiatives addressing spiritual and physical needs of the church and community members				
				Yes= 1 No=0		New Stories of transformation in the church every 6 months		
				Yes= 1 No= 0		New Stories of transformation in the community every 6 months		
	Yes= 1 No= 0			Testimonies of reconciliation, integrations/reduced conflict, tribalism				
8. Local church using locally available resources to address felt needs	Yes= 1 No=0			Indicators	Progress			
				Evidence of projects/services started by the church after CCMP using locally available resources (as categorized)				
9. Consistently doing Bible studies		5			Progress			
	Quarterly = 1 Every 2 months=2			Consistency in conducting Bible studies in the church				

	Monthly = 3 Bi-weekly = 4 Weekly=5					
10. Consistent increase in church membership attributed to CCMP	1- 20% =1 21-40% =2 41-60%= 3 61%- 80%=4 81-100%=5 100%+= 6			% CCMP attributed increase in membership every 6 months		
11. Increased in amount of Tithing/Giving	1- 20% =1 21-40% =2 41-60%= 3 61%- 80%=4 81-100%=5 100%+= 6			% CCMP attributed increase in giving/tithing every 6 months		
11. Support of church ministries/departments (Men, women, youth, Sunday school, teens, missions)	1- 20% =1 21-40% =2 41-60%= 3 61%- 80%=4 81-100%=5 100%+= 6	Indicators			Progress	
				% increase in giving towards church ministries annually		
				% increase in participation in church ministries/departments every 6 months		
				% increase in number of people volunteering in church ministries/departments work		
12. Enhanced community outreach programs (Crusades, pro bono services, acts of mercy to the needy etc.)	1- 20% =1 21-40% =2 41-60%= 3 61%- 80%=4 81-100%=5 100%+= 6	Indicators			Progress	
				% increase in baptisms/conversions annually		
				% increase in number of holistic outreach activities		
13. Practice of spiritual enhancement disciplines e.g. fellowships, fasting, prayer	1 discipline = 1 2-3 disciplines= 2 4 and above = 4	Indicators			Progress	
				Evidence of increased participation in spiritual enhancement disciplines (What activities are you doing for spiritual growth)		
Practical service targeting the community						
14. Economic Interventions (working towards improving economic status of members and the community)	Yes= 1 No=0	Indicators			Progress	
				Evidence of income generation activities being implemented together with the community every 6 months		
				Identifying and uptake of existing or new economic opportunities		

15. Social Interventions (e.g. youth clubs, children clubs, rehabilitation centres, support groups, hospital visits)			Evidence of ongoing social empowerment activities/projects being implemented together with the community	Progress	
			Reduced HIV and AIDS stigma, TB stigma		
			Identifying and uptake of opportunities to improve social status		
16. Spiritual interventions (Pastoral programmes, home visits, prison visits, hospital visits)			Evidence of ongoing spiritual nurturing of the community (children, youth, adults, the vulnerable – PLWHA, OVCs, widows)	Progress	
17. Improved relationship among ministers and between ministers and congregants attributed to CCMP			Indicators	Progress	
	Yes=1 No= 0		Evidence of different denominations in a community working together		
	Yes= 1 No=0		Harmony amongst leaders and congregation - testimonies		
18. Education (Improving education in the community)			Indicators	Progress	
	Yes = 1 No = 0		Improved enrolment, retention and performance in schools in the community		
			Infrastructure development through working together with the community		
19. Health (Improving health in the community)			Indicators		
	Yes= 1 No= 0		Reduced morbidity in the community		
	Yes= 1 No= 0		Increased uptake of MCH		
	Yes= 1 No= 0		Improved sanitation – drainage systems, dumping sites, rubbish management, building latrines etc.		
20. Food security(working towards improving food security for members of the community)			Indicators	Progress	
	Yes= 1 No= 0		Improved methods of farming e.g seeds, farming Gods way, livestock		
	Yes= 1 No= 0		Diversified agriculture and value addition		
	Yes= 1 No= 0		Reduced cases of malnutrition		
21. Conserving the environment(working towards conserving the environment)			Indicators	Progress	
	Yes= 1 No= 0		Participating in conservation agriculture		
	Yes= 1 No= 0		Ongoing Planting trees (in the last 6 months to 1 year)		
	Yes= 1 No= 0		Community members having tree nurseries		
			Indicators		

22. Water (working towards improving access to safe water for members and communities)	Yes= 1 No= 0		1	Evidence of intervention to improve harvesting, storing and access to water		
			1	Evidence of church and community caring for water catchment areas/ water conservation		
23. Improving Leadership and empowerment of youth and women				Indicators	Progress	
	None = 0 1-29% = 1 30% and above= 3		3	% of youth in leadership positions		
	None = 0 1-29% = 1 30% and above= 3		3	% of women participating in positions of leadership		
24. Others (add other areas of assessment as needed)						

Score..... Out of Percentage

Score last period	Score this period	Status	Target score next period

Key to Grading

Key to grading	0%-39%	40%-50%	51%-60%	61%-70%	71%-80%	81%-100%
	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1

Tool 4: A Guide for Conducting Periodical Reflection with the Community

Date:	
Influencing Church:	

Area of assessment	Explanation of score	Score	Total Score	Indicators	Progress (Recommendations)	Actions for improvement in the next period
CCMP Content/Journey	None= 0 Some content =2 All content =4		4	Indicators The community able to articulate the content covered <ul style="list-style-type: none"> - Description tools – 9 tools and lessons learnt - Information gathering and lessons learnt - Analysis and lessons learnt - Decision making and lessons learnt 		
The community has a vision	Yes= 1 No=0		1	Indicators Community able to articulate the vision – not necessarily word for word and validated by other members		
Community vision documented	Yes= 1 No= 0		1	The vision of the community documented either by writing, poems, songs etc. The community has indicators for their vision		
Progress towards the vision	No intervention = 0 Interventions not related to vision = 1 Interventions in line with the vision = 3		3	Indicators of the vision		
				Evidence of on-going interventions by the community(together with the church) related to indicators of their vision		
Outcomes – Ask the question – What changes have you seen as the result of CCMP (Luke 2:52)						
Enhanced Relationships	Score (1 or 0) No= 0 Yes= 1			Indicators	Progress	Actions for improvement in the next period
			1	Testimonies of reconciliation, improved interaction between groups(tribes, clans etc), churches, families, denominations etc		
			1	Evidence of improved relationships between different age groups and gender		
Social empowerment	No= 0 Yes= 1		1	Evidence of on-going interventions to address social issues in the community (e.g. orphans, PLHWA, PWD, the aged, widows etc)		
			1	Evidence of reduction of ills that were there before CCMP (Alcoholism, drug abuse, theft, rape cases etc) / Intervention to address social ills		
			1	Transformation stories/case studies of community members working together		
Spiritual empowerment			1	Transformation stories of people who changed spiritually due to CCMP		
			1	Increased conversions and baptisms		
			1	Increase in attendance in local churches (as told by ministers)		

			1	Evidence of community start seeing the church as a solution to its challenges (church and community working together)		
Mental empowerment	No = 0 Yes = 1		1	Evidence of change of attitude towards issues (e.g. education, women, work, men, denominational issues, youth, hygiene & sanitation, health etc)		
Physical empowerment	No = 0 Yes = 1		1	Evidence of community initiated and on-going interventions addressing physical issues (Schools, water facilities, roads, health facilities, food security, environmental protection, disaster preparedness, sanitation facilities etc)		
			1	Enhanced utilisation of physical facilities (health clinic, MCH, schools, churches etc) – Get specific numbers		
			1	Transformation stories as a result of uptake of physical facilities put in place		
Economic empowerment	No= 0 Yes = 1			Indicators		
				Evidence of on-going interventions for job creation in the community and number of beneficiaries		
				Evidence of initiated and on-going income generation activities - number of beneficiaries - Average income		
				Stability and growth of initiated economic interventions		
				Enhanced access to credit for community members (internal and external)		
				Presence of transformation stories/testimonies of increase in HH income		
Enhanced Accountability				Indicators	Progress	Actions for improvement in the next period
	No=0 Yes=1			Evidence of improved service delivery in the community by leaders		
	No = 0 Yes = 1			Evidence of participation of community in planning, implementing and monitoring of community projects		
				<i>(Add or remove indicators)</i>		

Score..... Out of Percentage

Score last period	Score this period	Status	Target score next period

Key to Grading

0%-39%	40%-50%	51%-60%	61%-70%	71%-80%	81%-100%
Level 6	Level 5	Level 4	Level 3	Level 2	Level 1

Tool 5: An activity Plan Guide

Note: This is a supplementary tool for action planning after you do tool 3 and 4

Area to address e.g. enhancement of community outreach ministries	Intervention planned for	Activities	Resources needed	Persons responsible (Contact person, leader)	Timeline	Review date	
e.g. Economic empowerment....	e.g. Train people on needs identification						
	e.g. IGA- Dairy farming						

Tool 7: Monitoring Matrix for CCMP Coordinators

Note: The basic monitoring questions that every coordinator must consistently check have been inserted. Insert new ones based on your context

What do I want to know? (Monitoring Question) / Outputs and Outcomes	How will we know it? (Indicator)	Where will the data come from? (Data Source/Method)	Who will capture the data? (Responsibility)	Baseline	Target	When will data be captured? /How often will the data be collected? (Timeframe)	Estimated cost/Resources
Is the leadership supporting the CCM process?	<ul style="list-style-type: none"> - Leaders attending CCMP - Leaders articulation of CCMP - Resources allocated to support CCMP - Support given to the facilitator 	Interviewing leaders and facilitators					
Participation (What percentage of the church membership attend CCMP)	<ul style="list-style-type: none"> - The percentage of church membership attending CCMP 	Attendance records, interview facilitator & members, observation					
Consistency in doing CCMP	<ul style="list-style-type: none"> - How often is the church/community meeting to do CCMP 	Interviews, visits					
Does the church understand CCMP	<ul style="list-style-type: none"> - Articulation of objectives - Articulation CCMP concepts - Articulation Pillars of CCMP 	Interviews, observations,	Coordinator facilitators, PME officer				
Content retention – do the members remember what they have learnt ?	<ul style="list-style-type: none"> - Articulation of Bible studies- objectives, principles and lessons learnt - Articulation of other areas CCMP and lessons learnt i.e. description, information gathering, analysis and decision making 	Interviews, focused group discussions	Coordinator				
Vision <ul style="list-style-type: none"> - Does the church have a vision - Is it holistic in nature - Are they able to articulate with clear pointers? 	<ul style="list-style-type: none"> - A vision in place, holistic in nature and well-articulated - Critical percentage able to articulate it 	Interviews and visits					
Are the members applying CCMP learning in their lives	<ul style="list-style-type: none"> - Testimonies, transformation stories, 	Interviews, home visits	Coordinators, facilitators				
Is the local church initiating and implementing interventions to address community felt needs	<ul style="list-style-type: none"> - Testimonies, Transformation stories - Presence of initiated interventions 	Observation, interviews,	Coordinator				
Utilisation of local resources to address felt needs	<ul style="list-style-type: none"> - Testimonies, transformation stories 	Interviews, Visits					
Quality of implementation of CCMP	<ul style="list-style-type: none"> - The facilitator is following the set standards of each stage 	Interviews, records etc.					

	<ul style="list-style-type: none"> - The facilitator is able to articulate all the concepts, pillars and other stages of CCMP - The facilitator understands and articulates holistic ministry - Outcomes of each stage met as set in CCMP standards - Following set standards for time for each activity - Following the protocol of activities as set in CCMP protocol tool - Reflections done as set for all stages 						
Monitoring and follow up by coordinators, denominations, dioceses etc	<ul style="list-style-type: none"> - Are the local churches/ communities being monitored, mentored and followed up 	Interviews Reports	The coordinator in conjunction with the leader in charge of CCMP				
(Add other monitoring questions/areas as needed)	-						

Tool 8: A CCMP Monthly Reporting Template (for coordinators and facilitators)

Month:	
Date:	
Written By:	

1. Monthly Overview (Introduction and highlights of the month)

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2. Activities Planned in the month and progress

Activities Planned for in the Month	Activities Done				No of people reached						Comment
	Week 1	Week 2	Week 3	Week 4	Adults		Youth		Children		
					M	F	M	F	M	F	

3. Outcomes/ Results observed in the Church and communities visited in the month

	Outcomes seen in the month (These can be put together to later write a case study) – be very specific
Church	
Community	

4. Challenges

Challenges faced in the month	How the challenges have been dealt with

5. Lessons Learnt

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6. Plans for next month

Activity	Week 1 (dates)	Week 2 (Dates)	Week 3 (Dates)	Week 4 (Dates)

7. Recommendations

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Tool 9: A guide for writing a Transformation Story

A human interest story is a story that discusses a person, people or a community in an emotional way. It presents people and their problems and achievements in a way that brings about interest in the reader. The story should, clearly tell where they were before your initiative and where they are now. In a nutshell, a human interest story personalizes project impact results and reports by documenting the personal experience of individuals who were influenced by your intervention. These stories perfectly complement your other Monitoring data collection techniques

A success story illustrates a project's impact by detailing an individual's positive experiences in his or her own words. Human Interest stories include the when, what, where, how, and why of a project's impact.

The table below is aimed at helping you know the key aspects that you need to write on when you are writing a human interest story. (Always seek consent from the person on sharing the story- remember whenever you have a sensitive story especially of vulnerable individuals such as children you do not share all the information about the individual in addition to getting consent)

- Look for a captivating title – one that attracts attention

Name of the person	
Age	
Village, Church, Community where they come from	
Describe the Environment where the church or person is based	
Pre-project Analysis	
Describe Family situation(e.g. married, divorced, widow/er, single parent, number of children)	
Daily pursuits of the person	
Describe how the person came in the poverty situation/or the pre-project situation (e.g. born in a poor family, born with handicap, accident, abuse, neglect, victim of war or natural hazard, divorced, widow, child labour etc.)	
Sources of income before the project	
How the person benefited from the project (e.g. attending CCMP training etc.)	
Post project Analysis	
What has changed in the life of the person(e.g. spiritual life, income, education, health status, livelihoods etc), be as specific as possible and collect all the information	
What are the persons dreams for the future	
What are the biggest challenges and how is the person dealing with them or planning to deal with them?	
Attach at least one photo	
Prayer point	
Other relevant information	

Tool 10: A Template for Documenting Lessons Learnt

Title (A catchy title of the lessons learnt e.g. "Training facilitators in reflection skills enhances results at the church and community level)

Project Description (Describe the need the project/process, how CCMP is progressing in the target church, the objectives, target beneficiaries, partners etc.)	
Location(Tell more about the area), socio economic status, any unique features	
The Issue - Give a good clear description of what has led you to learn what you have learnt e.g. lack of support	
The Intervention (What you tried to do about it if anything)	
Successes (A full Description not bullet points) NB: You may have successes only without failures)	
Challenges/ Failures (A full description not bullet points) NB: You can have failures without successes	
Lessons Learnt (A full description not bullet points) – general statement and recommendations	

Tool 12: A tool for documenting Upcoming Projects at the Local Church or Community Level

Site	
Facilitator/Coordinator/ CCReps (whoever captures the data)	
Date	
Contact of the person	

Upcoming Projects/interventions				Beneficiaries (Direct + Indirect beneficiaries)												
Church/Community	Projects Initiated	Description	Date Initiated	Adults		Youth		Children		Adults		Youth		Children		Total
				M	F	M	F	M	F	M						
	HIV and AIDS															
	Water															
	Choose an item.															

Add rows if needed

Tool 13: A guide for planning and conducting an exposure visit

NB: Before you set dates liaise with the hosts

Protocol of activities	Background	Person Responsible
1	Understand the objective of the exposure visit	Coordinator/ Facilitator
2	Prepare the community	Coordinator together with the facilitator on ground
Before you set out		
3	Conduct a short briefing. This would include <ul style="list-style-type: none"> - What CCMP is - Where the community is - Any security issues - Time available - What to do and not to do when you get to the community 	Coordinator liaising with relevant people
When you get to the community		
4	Introductions <ul style="list-style-type: none"> - Give a chance to the visitors and community (if possible) to introduce themselves - As a matter of courtesy have one of the visitors or the person organising explain the objective of the visit 	Coordinator, facilitator, CCRPs
5	Community telling the story <ul style="list-style-type: none"> - When they started CCMP - Why they started CCMP - How long they have been doing the process - The successes that they have had (Ensure that they are spiritual, social, economic and physical) - Challenges they have experienced - How they have dealt with the challenges 	
6	Introduce the project or families they want to showcase <ul style="list-style-type: none"> - Why the project - When it was started - Inputs that the community/local church has made - Challenges faced and how they have addressed them - Lessons learnt 	
7	Visit the project <ul style="list-style-type: none"> - Encourage the team to ask questions during the visit 	
8	Debrief <ul style="list-style-type: none"> - What stood out for us? - What were the key lessons learnt? - What does this tell us about CCMP implementation? Ensure time, intensity, role of the church and capacity building is highlighted - Action planning- what will we do after this? 	

An exposure visit should be a peer learning review – coordinators should write a brief report to the host – what’s going well and areas of improvement

