



Local Church Immigration Legal Services Sustainability Assessment Form

This form is a necessary tool that allows your local church to determine whether or not it has the church support, community support, finances, staff, resources, etc. to develop a sustainable church-based immigration legal services program. As such, you will need to do research and engage with your organizational leadership before you are able to complete this form in full. Please provide as much detail as possible and fill out the questionnaire in full. If you are unfamiliar with the Department of Justice (DOJ) Recognition & Accreditation Program, please first review the process on the [DOJ website](#) and read the [Step by Step Guide](#) and [Church Leader's Resource Kit](#).

Church Name:

Location

You must complete the following along with this form prior to applying for WR Legal Support Network (World Relief is Immigrant Connection's Technical Legal Support Partner):

- Fundamentals Course in Basic Immigration Law (in-person or online)
- 40+ Hours of Hands-On Shadowing Experience
- Read Step by Step Guide and Church Leader's Resource Kit
- Federal Tax Exempt Non-Profit Status
- Confidential Office Space, Leadership & Community Support

Community Demographics

What is the total immigrant population (include country of origin breakdown)?

What are the main languages spoken by the immigrant community?

What is the average income level of the community at large? What is the average immigrant income level?

What are the needs of the immigrant community i.e. English classes, citizenship classes, education, legal assistance?

If legal assistance is needed, which immigration legal services in particular i.e. naturalization, green cards, DACA, TPS, etc?

Name the immigration legal service providers that exist in your community. What services do they provide?

What are the gaps in immigration legal services in your community?

What community relationships does your church have that can support this program?

Identify three community relationships (other churches, non-profits, foundations, social service providers, community members, businesses, local/ state officials, etc.) that you plan on developing.

Local Church Understanding and Support

Has the Church Board and/or Board of Directors and/or Pastoral Leadership Team been presented with an explanation of Immigrant Connection, church-based immigration legal services, and the DOJ Recognition & Accreditation Process?

Yes When:

No Planned for (anticipated date):

Has the local congregation heard a sermon preached on a Biblical understanding of immigrants and immigration?

Yes When:

No Planned for (anticipated date):

Have individuals in your church gone through an Immigrant Connection online Welcoming the Stranger learning cohort?

Yes

If no, name and email of individual who will register for upcoming online learning cohort:

Have individuals in your church gone through the Welcoming the Stranger curriculum in a small group, life group, discipleship group, Sunday School class, etc?

Yes When:

No Planned for (anticipated date):

List any other Welcoming activities your local church is involved in (may include citizenship classes, conversational English classes, tutoring programs, sharing your facility with an immigration congregation, Know Your Rights workshops, partnering with an existing immigration legal services office, etc):

Name at least three funding sources (in addition to office fees) that will finance the immigration legal services program.

Staffing - Identify the following by name and email address:

Authorized Officer - Program liaison between local church & DOJ overseeing ILS program (1 person with 2 hour weekly commitment)

DOJ Accredited Representative(s) (1+ people with 20+ hour weekly commitment)

Administrative Support Staff (1+ people with 10 hour weekly commitment)

Completed by:

Date: