Instructions for 2016-2017 Church and Clergy Evaluation Process

Continuing with the process that began three years ago, each church/charge is asked to have a conversation on its “fruitfulness” in ministry (using the same guidelines and form as last year) in preparation for Church Conference. We are suggesting that this conversation include questions about how the previous year’s evaluation of fruitfulness, and the input given the pastor(s) during the evaluation process, affected the life and work of the congregation. How did (and does) your pastor’s spiritual practices guide your congregation? Again, the emphasis is more on the value of the conversation with the pastor and among church members than just on “filling out the form.” This form for the Charge/Church can be found at http://www.wpaumc.org/files/districts/required_annual_forms/examining_the_fruit_of_our_ministry.pdf

The clergy evaluation “format” remains the same as in the past, but with the fourth-year focus, which is on “spirituality.” Part I entitled “Integrity of Heart and Wholeness in Relationships.” Part II will be the focus on “Spirituality” S/PPRCs should discuss Part I in the first meeting, and Part II in the second. Both discussions should be guided by the congregation’s prior summary on the conversation on its “fruitfulness” which was presented at the 2016 church/charge conference.

I. Integrity of Heart Issues and Wholeness in Relationships

In this section on effectiveness the clergy person and S/PPRC or supervisory board discuss back and forth sharing ideas and perspectives on issues dealing with the pastor’s integrity of heart, life and relationships. It gets to the heart of how we interact and respond to situations that occur daily to the once-in-a-lifetime. Pastoral relationships are unique and often-on multiple levels.

The relationships developed in the S/PPRC or supervisory board with the clergy person(s) are a critical part of a healthy ministry. S/PPRC or supervisory board members need to strike that delicate balance between employer and parishioner. Friendships based on trust and honesty will help when evaluations begin and tough judgments need to be made in love. Our goal is a strong faithful, effective, and fruitful ministry. An authentic relationship is the rock upon which strong, transformational ministry is built.
In what ways do you see the pastor meeting expectations, exceeding expectations, or needing improvements in building relationships? The team is encouraged to share ideals and commitments to help qualify the practice of these issues. How does the clergy person meet expectations, exceeds expectations, or needs improvement? Feel free to ask questions for each other and discuss terms that are not understood. Use these questions to start discussions and talk with each other.

**Discussion Topic**

1. **Pastor:**
   How is the love of God demonstrated in your daily activities? Include examples from the past year of your physical and psychological well-being.

   **S/PPRC or Supervisory Board:**
   In what ways do you observe your pastor’s faith manifested in the ways he/she lives?

   How is the love of God demonstrated in your pastor’s daily activities?

2. **Pastor:**
   In what ways do you nurture emotional well-being?

   **S/PPRC or supervisory board:**
   From your perspective how does the pastor demonstrate emotional well-being?

3. **Pastor:**
   How do you manage your time in a way that demonstrates both an appropriate work ethic and attention to family balance with Sabbath and recreation?

   **S/PPRC or supervisory board:**
   How does the S/PPRC or supervisory board promote and support your pastor’s balanced time management?

4. **Pastor:**
What current spiritual disciplines are you employing in your personal spiritual formation? Are you in an accountability/ covenant group?

S/PPRC or supervisory board:

How is the S/PPRC or supervisory board encouraging and supporting the pastor in his/her practices of the spiritual disciplines?

5. Describe the effectiveness of the pastor’s verbal and written communication. In what ways does the pastor demonstrate honesty, clarity, and openness in his/her written communications?

6. What else do we need to discuss that we haven’t talked about?

S/PPRC:

Please complete this section following your first session so that comments and ideas can be included in the final report.

Things to remember:

Continuing Education Requirements:

Use the forms found in the addendum and complete the Continuing Education Report Form

Care Suggestions:

II. Spiritual Faithfulness as related to Pastoral Responsibilities

This section is to be completed by the S/PPRC or supervisory board and clergy person, using the following questions as discussion starters. The purpose of the discussion is to exchange ideas and come to an understanding about the clergy person’s faithful fulfillment of the responsibilities and duties of an Elder, Deacon, or Licensed Pastor as they practice ministry in the setting in which they are serving. Following the discussions a summary of recommendations can be completed.

As a tool of accountability the discussions need to clarify if the clergy person

a. exceeds expectations

b. meets expectations
c. needs improvement

Give examples that show how the characteristic/quality/trait comes to life in the congregation. Describe any outcomes.

1. In what ways does your pastor nurture her or his personal spiritual life?
   - Prayer practices
   - Scripture study
   - Personal retreat
   - Sabbath observance (not Sunday!)

   In this area, the pastor:
   ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

2. What are ways your pastor nurtures the spiritual life of the congregation, and encourages your personal spiritual practices?
   - Small group ministries
   - Scripture studies
   - Congregational prayer ministry
   - Spiritual direction/counsel
   - Encouragement through teaching/preaching
   - Visitation
In this area, the pastor:
☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

3. How does your pastor promote faithful, financial stewardship and giving as a spiritual discipline?
   - Newsletter articles
   - Annual stewardship campaigns/appeals
   - Teaching/preaching on giving disciplines
   - Personal example

In this area, the pastor:
☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

4. How does your pastor discuss and encourage persons to consider God's call to ministry?
   - Lay Servant Ministry School
   - Disciple Bible Study or other curricular resources
   - Counsel/aid in personal discernment of call
   - Teaching/preaching on call, ordained vs. lay ministry
   - Resources on General Board of Higher Education and Ministry (GBHEM) website

In this area, the pastor:
5. How does your pastor use Confirmation as a resource in the spiritual development of youth?
   - Related to baptism

   - Related to God's call on their lives

   - Relationship building

   - Discernment of spiritual gifts

   - Responsibility and integration into congregational participation and leadership

In this area, the pastor:

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

6. In what ways does your pastor relate ethnic and racial inclusiveness as a discipline of the Christian life?
   - Cross-racial fellowship, worship, and ministry opportunities

   - Intentional outreach with racial/ethnic persons

   - Study opportunities in cross-racial, cross-cultural issues

In this area, the pastor:

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

7. How does your pastor encourage the private and congregational use of the means of grace?
- Scripture study

- The Lord's Supper

- Acts of mercy

- Private and communal prayer

- Christian conferencing

- Fasting

In this area, the pastor:
☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

8. How does your pastor relate the teachings of Jesus as to servant ministry and servant leadership?
   - Love of neighbor

   - Care for the "least of these"

   - Forgiveness and reconciliation

   - Healing and wholeness

   - Inclusive ministry

In this area, the pastor:
☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement
Things to Remember:

Date Completed:

Signature of Pastor: ____________________________________________

Signature of S/PPRC Chair: _______________________________________

Signature of District Superintendent: _________________________________