



**Roanoke District
Virginia Conference
United Methodist Church**

Stephen C. Hundley
District Superintendent

DATE: April 8, 2011
TO: Staff Pastor Parish Relations Committee Chairpersons
FROM: Stephen C. Hundley

The Staff Pastor Parish Relations Committee is charged with the duty of providing evaluations “at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.” (Paragraph 258.2.g (5) 2008 *The Book of Discipline*).

The purpose of this evaluation is to make your pastor a more effective pastor.

The Virginia Conference has developed guidelines for the annual clergy evaluation. They can be found on the Conference website www.vaumc.org. Click on “Resources” and “Pastor/Staff Parish Relations.” Section 5 contains materials for the annual evaluation. Pages 4 and 5 of the Annual Clergy Evaluation form contain a “Measurable Congregational Characteristics Worksheet” and “Report Form: Summary of Evaluation and Action Plan.” Even though the deadline for submitting these reports to me is August 1, it is recommended that the evaluation be conducted between April 1 and June 30. Make plans now for your charge’s evaluation.

Please make this a time of honest sharing for the overall ministry of your church/charge.