
Annual Clergy Evaluation
by the Pastor/Staff Parish Relations Committee
Virginia Conference

One of the duties of the Pastor/Staff Parish Relations Committee is to “provide evaluation at least annually for the use of the pastor(s) and staff in an on-going effective ministry and for identifying continuing educational needs and plans” (2008 Book of Discipline ¶258.2(g)(5)).

Resources to use in the annual clergy evaluation:

- *Characteristics of Effective Clergy* (attached)
- Complete the *Measurable Congregational Characteristics* worksheet
- *Responsibilities and Duties of Elders and Licensed Pastors* (2008 Book of Discipline, ¶340)
- Job Descriptions for Appointed Deacons and Associate Pastors*
- Congregation’s Goals

Annual Clergy Evaluation Process:

- Suggested questions:
 - To the Committee: Which three to five of these characteristics do you believe are strengths for this clergyperson?
 - To the Clergyperson: Which three to five of these characteristics do you believe are your strengths as you live out your responsibilities in ministry?
 - To the Clergyperson: Which three to five of these characteristics do you believe are your weaknesses as you live out your responsibilities in ministry? What would strengthen your ministry in these areas?
 - To the Committee: Which three to five of these characteristics do you believe are weaknesses for this clergyperson? What would strengthen this clergyperson’s ministry in these areas?
- Develop an action plan to strengthen the identified areas of weakness.
- Submit *Report Form: Summary of Evaluation and Action Plan* (attached) for each appointed clergyperson, signed by both the clergyperson and the chair of the Pastor/Staff Parish Relations Committee, and the *Measurable Congregational Characteristics Worksheet* to the District Superintendent by August 1 annually.

Remember to:

- Begin and end meeting with prayer or centering worship.
- Allow adequate time for honest feedback.
- Remind participants of confidentiality.
- Communicate clearly, use specific examples, listen carefully.

*See Addendum for Multi-Staff Churches

Characteristics of Effective Clergy Virginia Conference

These are the leadership qualities and vocational competencies that define the effectiveness of clergy in the Virginia Conference. Additional measurable characteristics of congregational health are included to provide information for discussion of the clergy person's leadership and resulting effectiveness.

Leadership Qualities

- *Maturing Spirituality*: Exhibits a disciplined spiritual life, maintaining healthy boundaries and being accountable for one's work and actions, including participation in a program of personal spiritual enrichment and renewal.
- *Integrity and Authenticity*: Demonstrates consistent behavior that is in alignment with Christian beliefs, practices, and healthy relationship with God.
- *Sound Theology*: Understands, knows, and celebrates the power of Jesus Christ to bring healing and wholeness, forgiveness and reconciliation, justice and peace, to the lives of individuals, congregations, and communities.
- *Servant Leadership*: Exhibits servant leadership that cultivates the gifts of the Spirit and empowers others to claim their call and find their place in ministry.
- *Relational*: Exhibits the ability to listen, develop working teams, equip persons for ministry, and manage conflict in a way that leads to healthy resolution.
- *Self Care*: Maintains a healthy balance between self, family, and work and participates in the Virginia Self-Care Covenant.
- *Connectional*: Serves as a leader who knows and supports United Methodist theology and polity as defined in the *Book of Discipline*, gives clear support for connectionalism and obedience to his/her ordination vows.
- *Adaptability*: Demonstrates the ability to be flexible regarding geographical location, congregational constituency, and worship styles.
- *Performance Standards*: Exhibits a high level of work ethic and consistently produces quality results.

Vocational Competencies

- *Evangelism and Discipleship*: Demonstrates the ability to lead the congregation in making disciples of Jesus Christ for the transformation of the world.
- *Ministry Development*: Demonstrates a willingness to lead the congregation in establishing ministries of nurture, outreach, and witness.

- *Proclamation:* Possesses and articulates a working knowledge of biblical faith; demonstrates the ability to communicate and apply the gospel of Jesus Christ in culturally relevant ways to the diverse population groups of our conference.
- *Commitment to Inclusivity:* Models and embraces inclusiveness, demonstrating sensitivity to diversity.
- *Visioning and Implementation Skills:* Demonstrates the ability to partner with laity in identifying and articulating the vision plus the assessment and administrative ability to make the vision become reality.
- *Inspirational and Motivational Skills:* Relates to others in a way that inspires and encourages them in their life of faith.
- *Administration:* Demonstrates administrative, management, and supervisory skills.
- *Pastoral Care:* Devotes time for pastoral care appropriate to the ministry setting, encourages and equips laity for the ministry of pastoral care, establishes and adheres to visitation priorities appropriate to the ministry setting.
- *Conflict Management:* Demonstrates the ability to handle complaints, settle disputes and resolve conflicts.

Measurable Congregational Characteristics—for local church settings

- *Evangelism:* Number of adult professions of faith for each of the last five years; number of youth professions of faith for each of the last five years.
- *Ministry with the Poor:* Percentage of annual operational giving supporting ministry with the poor for each of the last five years. Percentage of average worship attendance engaged in hands-on ministry with the poor.
- *Worship:* Average worship attendance at principal worship services for each of the last five years; average worship attendance as % of membership for each of the last five years.
- *Faith Development:* Percentage of average worship attendance participating in small groups, including Sunday School, for each of the last five years.
- *Stewardship:* Percentage change in the annual giving for the past five years; percentage payment of apportionments for each of the last five years.

Adapted from: *Standards for Clergy Leadership in the Virginia Conference* and *Characteristics of Effective Clergy in the North Georgia Conference*

Approved by Virginia Conference Board of Ordained Ministry 5/20/2009

Approved by Virginia Conference Cabinet 4/20/2009

Measurable Congregational Characteristics Worksheet

Church _____

Date _____

- *Evangelism:* Number of adult professions of faith for each of the last five years; number of youth professions of faith for each of the last five years.

Year	Adult Professions of Faith	Youth Professions of Faith

- *Ministry with the Poor:* Percentage of annual operational giving supporting ministry with the poor for each of the last five years. Percentage of average worship attendance engaged in hands-on ministry with the poor.

Year	Annual Operational Giving	% Supporting Ministry with the Poor	% AWA Engaged in Hands-on Ministry w/ Poor

- *Worship:* Average worship attendance at principal worship services for each of the last five years; average worship attendance as % of membership for each of the last five years.

Year	Average Worship Attendance	AWA as % of Membership

- *Faith Development:* Percentage of average worship attendance participating in small groups, including Sunday School, for each of the last five years.

Year	% Worship Attendance in Small Groups

- *Stewardship:* Percentage change in the annual giving for the past five years; percentage payment of apportionments for each of the last five years.

Year	% Change in Annual Giving	% Apportionment Payment

