

# An Annual Plan: An Example of a Year's Schedule

## **First Quarter > January-March**

1. Provide training for new committee members and review for returning members.
2. Using *The Book of Discipline*, Scripture, and other resources, explore the nature and function of the church and ministry. Find out the pastoral and staff duties that are being performed. Jointly negotiate priorities for pastoral/staff work. This may be done by the Church Council or the council may receive suggestions from your committee.
3. Review job descriptions; rewrite as necessary to care for the prioritizing in 2 above. This also can be done by the Church Council, or the body may receive your suggestions. Make plans to share this information with the congregation.
4. You may choose to assign individual committee members to relate to the pastor, the pastor's spouse and children, and to each staff member. The lines of communication are kept open more easily when there are one-on-one relationships. Concerns should be shared with the committee.
5. Complete the Preference Forms. (See Virginia Conference Evaluation of Appointment of Clergy)

## **Second Quarter > April-June**

1. Evaluate two or three areas of ministry. Work with the staff members in determining how the evaluation will be done: interviews, observer reports, statistical information, pastor's reports, questionnaire, informal discussions, and so forth. This task can be assigned to subcommittees, for example, by giving two members the responsibility, of working as consultants to pastor and staff members in preparing the evaluation statements and measurements for their area of ministry.
2. Share the evaluation with the staff member and agree on who will follow up to improve ministry. Decide who, if anyone, should receive this information and how it will be interpreted by your committee.
3. Arrange for a parsonage tour with the parsonage family and the chairperson of the Board of Trustees or a representative for inventory, maintenance, and repair. Keep liaison with parsonage family open to nip any problems before they occur.

## **Third Quarter > July-September**

1. This is the time to hear requests for and make recommendations for non-salary support such as vacation, business expenses, professional and continuing education expenses, and so forth. Ask the pastor and staff for their plans for continuing education for the year. (1) Identify guides who can lead candidates through Ministry Inquiry Process. (2) Interview candidates for ordination as deacon or elder using guidelines contained in *Christian As Minister*.
2. The annual budget is now being prepared. The committee's recommendations for salary-and- benefits packages for the coming year go to the Finance Committee, which will consider your requests. They will report their own recommendations to the Church Council for approval prior to your Charge/Church Conference.
3. If there is need to follow up on the evaluations performed earlier, complete those. Evaluate the committee evaluation process and revise to improve the church's ministry.

## **Fourth Quarter > October-December**

1. Continue liaison reports from pastor and staff.
2. Compare vision/mission statements, Charge Conference goals, and job descriptions to be sure goals can be met using current job descriptions. If they can't, revise job descriptions through consultations with the pastor and the employed staff.
3. Evaluate total work of this committee. Ask the pastor and employed staff to evaluate the committee's work, the relationship between themselves and the committee members. Go back over the responsibilities assigned and see what has worked and what needs to be improved and ways that can be done. The committee and staff should agree on what to report to the congregation and to the Church Council.
4. Train new members of the committee. Make sure they have a copy of this booklet.
5. Complete any follow-up left from prior evaluations.
6. Use Virginia Conference Evaluation of Appointment for Clergy guidelines to prepare for January preference forms.