

2018 Clergy Assessment Process



Leadership Development
of the United Methodist Churches of Indiana



What is the Clergy Assessment Process?

Steps for a Fruitful Clergy Assessment Process



Prepare by reviewing the materials
ahead of time

Clarify boundaries and confidentiality

Establish the meeting date with S/PPRC
members to determine team assessment
of pastor(s)

Pastor meets with
committee to discuss the
combined report



Clergy Assessment Instructions for SPRC

www.inumc.com/portal/pages/login.html



INUMC ONLINE PORTAL

Login accounts require a unique email address not shared with anyone else.

Need assistance?

- › I do not have an email account. How do I set one up? ([more info...](#))
- › What browsers do we support? ([more info...](#))
- › More questions? Email or call your **district center**, or...
- › ...contact the conference at questions@inumc.org or call (317) 924-1321.



United Methodist Churches of Indiana

User Access

Email

Password

 [Forgot password?](#)

LOG IN

To login through the INUMC Portal which will take you to the clergy assessment form, the staff-parish representative must use a unique email address not shared with anyone else.

Side note: After charge conference, the conference center enters staff-parish chair information into the conference database which includes their email address if included on the church leadership form.

Please have the person entering charge conference forms include email addresses.

Forgot your password?

Use *Forgot password?* and follow the prompts

The image displays the INUMC Portal password reset process. On the left, a 'Reset Password' form prompts the user to enter their email address and click 'SEND RESET LINK'. On the right, a screenshot of an email notification from 'INUMC Portal' provides instructions and a link to reset the password. Below the email, the INUMC Portal login page is shown, featuring the organization's logo, a 'Reset Password' link, and a 'User Access' section with fields for email and password, and a 'LOG IN' button.

Reset Password
Enter your Email and instructions will be sent to you!

Email

SEND RESET LINK

INUMC Portal <noreply@inumc.org>

A password reset was received for this email address for an account with the Indiana Conference (INUMC). Please follow this link to reset your password within 24 hours <http://www.inumc.com/portal/login-reset.html...>

United Methodist Churches of Indiana
Reset Password

RESET PASSWORD

United Methodist Churches of Indiana
User Access

Email

Password

[Forgot password?](#)

LOG IN

Take a moment to make sure you are showing as the user!
Click on the **Start** icon to begin the assessment for the pastor shown

Start


Clergy Assessment Dashboard

After login, you are now on the **Clergy Assessment Dashboard**

The screenshot shows the INUMC Online Portal Clergy Assessment Dashboard. At the top, the user's name 'SPRC Test' is visible in the top right corner. Below the header, there are three main sections: 'ASSESSMENTS TO TAKE', 'ASSESSMENTS IN PROGRESS', and 'COMPLETED ASSESSMENTS'. The 'ASSESSMENTS TO TAKE' section lists four assessments, each with a 'Start' button. A red box with an arrow points to the 'Start' button of the first assessment, with the text 'Click on Start to begin self-assessment'. Another red box with an arrow points to the top right of the dashboard, with the text 'Your name should be showing as user.' and 'Under Staff Assessment – Pastor's Name The churches that you relate to should be showing'. A large grey box with arrows pointing to the three main sections contains the following text: 'Assessments to Take – your pastor(s) will show here', 'Assessments in Progress – Your saved (not yet submitted) assessments will show here', and 'Completed Assessments – Submitted Assessments will show here.'

Please complete a staff-assessment for each pastor shown under **Assessments to Take**
There is a copy feature after your assessments move to “assessments in progress” if you wish to copy your responses from one assessment to another (more detailed information follows).

At the end of each tab / page of questions, select either Save For Later or Save and Continue

 Save For Later

 Save and Continue

Select Continue
If you viewed/saved and now want to continue with an assessment

Continue

ASSESSMENTS IN PROGRESS

Staff Assessment - The Pastor Blue Grass UMC	Continue Copy
Staff Assessment - The Pastor Chili UMC	Continue Copy

The last tab, Review/Complete, is for reviewing all of your responses, and the final step to complete/Submit Assessment

Helpful Hint – use “save for later” if you think you might want to copy responses to another assessment.

 Save For Later

 Discovering Discipleship Fruitfulness  Developing Congregational Fruitfulness  Deploying Missional Fruitfulness

 Review/Complete

Submit Assessment only if you are finished and will not want to make any changes to your responses. The assessment *cannot* be re-opened for editing. ←

IMPORTANT

One final notice that you are about to submit your assessment!

View – to view your assessment in progress

Cancel – to cancel final submission

Submit – Done! Return to dashboard to view/print final

Final Submission

Once you submit your assessment you will no longer be able to edit your responses.

View

Cancel

Submit

COMPLETED ASSESSMENTS

After Final Submission, the staff-assessment moves to Completed Assessments.

View – view staff-assessment for the church shown, PDF format. (Print from viewed PDF.)

Copy – you are able to copy a completed assessment to an assessment in progress.

The screenshot displays the 'Clergy Assessment Dashboard' with three main sections: 'ASSESSMENTS TO TAKE', 'ASSESSMENTS IN PROGRESS', and 'COMPLETED ASSESSMENTS'. The 'COMPLETED ASSESSMENTS' section is highlighted with a blue box. It contains two entries: 'Staff Assessment - The Pastor Blue Grass UMC' and 'Staff Assessment - The Pastor Chilli UMC'. Each entry has 'Continue' and 'Copy' buttons. The 'Staff Assessment - The Pastor Alert UMC' entry has 'View' and 'Copy' buttons. The dashboard also shows a 'Show all' button at the bottom right and a PDF viewer at the bottom with the file name 'ThePastor_611487...pdf'.



Ongoing Conversation between Pastor(s) and S-PPRC



First Quarter (January-March) Meeting: review the composite profile and focus on “Living Discipleship Fruitfulness” and dialogue at least 30 minutes

Second Quarter (April-June) Meeting: review the section on “Developing the Congregational Fruitfulness” and dialogue at least 30 minutes

Third Quarter (July-September) Meeting: review the section on “Deploying Missional Fruitfulness” and dialogue at least 30 minutes

Fourth Quarter (October-December) Meeting: S/PPRC and Pastor complete the annual Clergy Assessment independently but submit on or before November 30

This quarterly cycle keeps the dialogue and conversation alive between the pastor and the S/PPRC throughout the entire year; otherwise the Clergy Assessment Process is downgraded into an annual performance review with no chance of improving communication, enhance skills and growing the pastor as a disciple, leader and mission developer with constant feedback focused on formation rather than simply summation

Thank You



Leadership Development
of the United Methodist Churches of Indiana
