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

- Pastor meets with committee to discuss the combined report
- Establish the meeting date with S/PPRC members to determine team assessment of pastor(s)
- Clarify boundaries and confidentiality
- Prepare by reviewing the materials ahead of time
Clergy Assessment Instructions for SPRC

www.inumc.com/portal/pages/login.html
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
Clergy Assessment Dashboard
After login, you are now on the Clergy Assessment Dashboard

Your name should be showing as user.
Under Staff Assessment – Pastor’s Name
The churches that you relate to should be showing

Assessments to Take – your pastor(s) will show here
Assessments in Progress – Your saved (not yet submitted) assessments will show here
Completed Assessments – Submitted Assessments will show here.

Click on Start to begin self-assessment

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).
Clergy Assessment Form
There are three tabs with questions to be answered:
Discovering Discipleship Fruitfulness
Developing Congregational Fruitfulness
Deploying Missional Fruitfulness

Each question requires a rating selection (1-5 or n/a) and a comment.

**Spiritual Health** - prays; fasts; reads and meditates on the Scriptures; attends to the ordinances of God; participates in an ongoing accountability group; observes Sabbath; pursues opportunities to deepen spirituality

<table>
<thead>
<tr>
<th>N/A</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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Comment fields are required even if your selection is N/A. For example, tell us why you selected N/A.
At the end of each tab / page of questions, select either Save For Later or Save and Continue.

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

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.
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.

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

**IMPORTANT**

**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.
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

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