

Indiana Conference Annual Clergy Assessment Process- Clergy

Clergy Assessment Overview:

The Indiana Conference strives to cultivate fruitfulness over the life-span of clergy by encouraging continued growth and maturity by God's grace. The Annual Assessment tool is an opportunity for us to "share our story" and learn from our collective work together. The purpose of ongoing feedback for clergy is not to 'prove' but to 'improve'.

The Annual Assessment is a formative process rather than summative procedure to assist clergy in gaining greater insights through self-reflection, self-evaluation, and feedback provided by Staff/Pastor Parish Relations Committee in areas to affirm and areas that need further development; thus fulfilling *Book of Discipline* ¶258.2.g.5: *The duties of the committee shall include...to provide evaluation at least annually for the use of the pastor(s) and staff in ongoing effective ministry and for identifying continuing educational needs and plans.*

Clergyperson (all appointed clergy) Process:

- Know that a meeting date will be set by the Staff-Pastor Parish Relations Committee (*understanding that the meeting is held only with the knowledge of the pastor and/or conference superintendent. When the pastor is not present he/she shall be informed prior to and immediately after regarding the meeting outcomes*) to review *Book of Discipline* ¶258.2 duties and responsibilities and prepare for the Annual Assessment of appointed clergypersons.
- Please take time and space to prayerfully discern your responses regarding your work over the past year. Please review the Assessment Template to guide your thoughts.
- Record your conclusions in the online Clergy Assessment System (*reference Step-by-Step Overview - Clergy Members instructions*).
 - Each rating must have corresponding comments to support.
 - Once all information is recorded in the system, please "SUBMIT" and print/save a copy for your committee's records.
 - Clergy Assessments should be completed and submitted online by **November 30**.
- Be sure to schedule a meeting with the Staff/Pastor Parish Relations Committee to discuss the assessment (the Self-Assessment and the SPRC Team Assessment). This meeting should be coordinated after both the Self-Assessment and SPRC Team Assessment is completed.
 - Each clergyperson will have access to view both the self and team assessments in one composite file.
- All information is accessible by the Conference Superintendent and recorded in the clergyperson's supervisory file for conversation and collaboration for further development.