

Indiana Conference Annual Clergy Assessment Process- SPRC

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 Clergy Assessment 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 insight 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.*

SPRC Committee Process:

- Set a meeting date as a 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.
- The committee members should review the Assessment Template, prior to the meeting for preparation and discussion.
- Convene the meeting to assess the clergyperson(s)'s ministry, using the Assessment Template as a guide; ensure there is an accurate note-taker to capture comments. The assessment will provide an overview of the current year's performance, with opportunities to set goals for next year. *Please note that the Book of Discipline **does not** call for a vote by the committee.*
 - Each rating must have corresponding comments to support. If an area has not been observed, select N/A.
- Decide which committee member will record the rating and narrative into the online Clergy Assessment system (*reference Step-by-Step Overview – Staff/ Pastor Parish Committee instructions*). SPRC completes one (1) online clergy assessment for each appointed clergyperson.
 - Once all information is recorded in the system, please "SUBMIT" and print/save copies for your committee's records.
 - Clergy Assessments should be completed and submitted online by **November 30**.
- Schedule a meeting with the clergyperson(s) to discuss the assessment. This meeting should be coordinated after the clergyperson(s) completes his/her Self-Assessment.