



Florida Conference The United Methodist Church
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Florida Conference of the United Methodist Church
Annual Assessment of Ministerial Effectiveness & Goal Setting Instructions

Instructions:

Annually, with the process completed **no later than May 31**, the Staff Pastor Parish Relations Committee (SPRC) meets to begin the **Annual Assessment of Ministerial Effectiveness and Goal Setting Process** for **ALL** clergy persons under appointment. This process is meant to be entered prayerfully and with consideration for the ministry of the clergy person and the congregation over the past year. The results of this Assessment of Ministerial Effectiveness and Goal Setting tool can be used for guiding the ministry of the clergy person and the congregation over the course of the coming year. **The evaluation process may be completed and submitted to your District Office (*NOT to the Office of Clergy Excellence*) any time between January 1 and May 31.**

1. Each SPRC member should receive a copy of these **Instructions** along with a copy of the **“SPRC Assessment of Ministerial Effectiveness & Goal Setting”** document for **each** clergy person. Each committee member shall be given ample time to fill out an individual assessment based on their experience with each clergy person in advance of the SPRC meeting where the results of the individual SPRC Assessments are to be compiled.
2. The clergy person is to be given ample time to fill out the **“Clergy Self-Assessment of Ministerial Effectiveness & Goal Setting”** document before meeting with the SPRC to discuss the results of the SPRC combined Assessment.
3. The chair of the SPRC will collect the individual SPRC members' **Assessment of Ministerial Effectiveness & Goal Setting** and complete the **Excel spreadsheet** recording each member's score on the nine assessment factors, noting those items that differ substantially from the average and those that do not apply to this particular clergy person. The Committee should take seriously its representation of individual points of view, as well as the priorities of the entire congregation. Certain assessment factors may not apply and may be marked as NA if the clergy person is part time or if they are a member of a clergy team for whom a particular factor is not a primary part of their ministerial responsibilities, or if the SPRC member does not have sufficient knowledge of the clergy person's work to evaluate a particular factor.
4. A **summary of comments** from the individual SPRC member's assessments should also be prepared and added to the end of the **Joint SPRC/Clergy Dialogue Form**.
5. While the clergy person is entitled to remain in the room, it might be helpful for the clergy person to voluntarily excuse themselves from the discussion while the committee prepares its single, combined report using the **“SPRC Assessment of Ministerial Effectiveness & Goal Setting”** document for presentation to and dialogue with the clergy person. If the clergy person chooses to excuse themselves from the discussion, the Chair of the Staff/Pastor Parish Relations Committee will report to the clergy person a summary of what was discussed prior to the discussion and preparation of the **Joint Dialogue** document between the SPRC and the clergy person related to the annual assessment of ministerial effectiveness and goal setting for the year ahead.
6. Soon after the Assessments of each SPRC member have been recorded in the **Excel spreadsheet** and a single **“SPRC Assessment of Ministerial Effectiveness & Goal Setting”** document has been compiled, the SPRC will meet with the clergy person to discuss the compiled SPRC results, as well as the clergy person's **Self-Assessment of Ministerial Effectiveness & Goal Setting**. Significant differences between the clergy person's **Self-Assessment** and that of the **compiled SPRC Assessment** should be noted and discussed.
7. Together, the SPRC and the clergy person will prepare the **“Joint SPRC/Clergy Dialogue”** document as a

summary of the Assessment of Ministerial Effectiveness and Goal Setting for the year to come which will include **S.M.A.R.T** (Specific, Measurable, Attainable, Realistic and Timely or Tied to a deadline) **goals for BOTH the clergy person AND the church**. The **Joint SPRC/Clergy Dialogue** will also include a summary of comments from the individual SPRC members' assessments.

8. At the end of this process, the **Clergy Self-Assessment of Ministerial Effectiveness and Goal Setting, the single SPRC Compiled Assessment of Ministerial Effectiveness and Goal Setting, the Excel spreadsheet, and the Joint SPRC/Clergy Dialogue**, which includes the summarized comments of individual SPRC members, are to be **sent to the DISTRICT OFFICE by the May 31 deadline**. PLEASE DO **NOT** SEND THESE DOCUMENTS TO THE OFFICE OF CLERGY EXCELLENCE.
9. It may be helpful for the Senior Pastor to provide feedback to an Associate Pastor prior to meeting with the SPRC and for the Senior Pastor to work collaboratively with SPRC and the Associate in the process of assessment and goal setting.
10. If a church has an assessment process that is used with other staff that is also applicable to pastors, the SPRC Chair may submit this form to their District Superintendent and ask for permission to use this assessment tool in lieu of the process outlined above.
11. If the clergy person and SPRC are anticipating a change in clergy in the coming Annual Conference year, it is still helpful to complete this assessment process for the benefit of the clergy person's professional development and for the SPRC's understanding of the church's goals and needs.