

Charlotte District

Western North Carolina Conference
The United Methodist Church

4108 Park Road, Suite 101
Charlotte, NC 28209-2259

MEMORANDUM



To: District Clergy and PPRC's
From: George Thompson, District Superintendent
Date: 10/31/07
Subject: 2007 Clergy Evaluations

The following are your instructions for completing the 2007 Clergy Evaluations:

- If the Pastor is in the first year of an appointment, instead of using the evaluation forms, the PPRC and Pastor may do goal-setting for ministry together and send your signed written summary to the DS by December 3, 2007.
- We will be as consistent as possible from district to district with our 2007 evaluations, with some discretion given to the DS about appropriate follow-up.
- The evaluation form and process are essentially the same as last year. Note that the forms are also available on line at www.chardist.org, “downloads”.
- The PPRC is to evaluate the Pastor, and the cumulative evaluation is to be signed by each participating member. The signed evaluation is to be shared with the Pastor in a PPRC meeting. After the review, the Pastor is also to sign the PPRC's evaluation form.
- The Pastor is to do a self-evaluation, which is to be shared with the PPRC at the meeting. It is to be signed by the PPRC Chairperson.
- Copies of both signed evaluations are to be sent to the District Office, to be received here no later than December 3, 2007.
- The District Superintendent will review the evaluations and determine appropriate follow-up (such as individual or group sharing/growth settings with other clergy).
- The DS will write a follow-up letter to the PPRC and Pastor only if indicated, noting any matter(s) the DS thinks need(s) to be mentioned or requiring action.
- The District Administrative Assistant will be contacting Pastors to schedule individual or group sharing/growth sessions. These sessions will begin in early December and will conclude in first quarter of 2008.

PASTORS: In this mailing is your evaluation package. Please make a copy and give the duplicate package promptly to your PPRC Chairperson. We are NOT mailing a separate package to the PPRC Chairpersons. Feel free to call if you have questions.

Enclosures: Clergy Evaluation Form for PPRC, Clergy Self Evaluation Form

CLERGY EVALUATION 2007
FOR PASTOR (STAFF)-PARISH RELATIONS COMMITTEE
Western North Carolina Conference

Minister Evaluated _____ Church _____

PURPOSE: To enhance ministry, to assist the pastor in developing his/her potential for an effective ministry, and to increase your church's ministry (see ¶ 350-351 of the 2004 Book of Discipline).

PROCEDURE: During the period suggested by the district superintendent, the Committee should spend an appreciable length of time with each pastor appointed to the church, sharing and discussing with him/her the views of the Committee and helping the minister to set goals for the coming months or year. The senior pastor may be present when another pastor or staff member is being evaluated. This form should be completed and sent to the district superintendent by the date designated by the superintendent, but after discussion with and signed by the minister evaluated.

FREQUENCY OF THE EVALUATION: Unless directed otherwise by the district superintendent, the Pastor (Staff)-Parish Relations Committee should hold an evaluation session with the pastor each year. If you pastor is in his/her first year in your church, the evaluation will, naturally, be on the basis of a limited acquaintance, but will reflect how the Committee sees the pastor at this point. If your pastor set goals for the current year on the basis of last year's evaluation, close attention should be given in the current evaluation to his/her progress toward those goals.

CAUTION: In no instance, should the evaluation be used in a punitive or vindictive way. It should only be used to seek to enhance the effectiveness of both pastor and church.

GUIDE FOR EVALUATION

PASTOR'S STRENGTHS: What do the Committee members consider to be the pastor's strengths? Be Specific. List them individually. Share these views with the pastor.

AREAS FOR IMPROVEMENT: Again, be specific. List the areas. Share with the pastor the Committee's reasons for thinking that he/she needs to improve in these areas.

Clergy Evaluation 2007

SUGGESTIONS FOR CONTINUING EDUCATION: These should be related to the areas where growth is needed. The committee may be able only to suggest areas and not specific programs of continuing education. The church should be as helpful as possible in enabling the pastor to engage in appropriate continuing education experiences.

COMMITTEE'S PLANS FOR WORKING WITH THE PASTOR: In what ways will the Committee work the pastor in increasing his/her effectiveness and the effectiveness of the church's ministry? Be specific about what the Committee will do.

Signed by _____
Pastor

Date _____

Signed by _____
Chair, Pastor (Staff)-Parish Relations Committee

Date _____

Committee Members: _____

**Return form to District Superintendent's Office
no later than December 3, 2007.**