

ASSESSMENT OF THE ORDAINED LEADER'S PERFORMANCE

Related to the Ministry of this Congregation

As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God. - Peter 4:10

The Letter of Call to an ordained leader, and the congregational constitution, Article VII. Section 4., both define the relationship between the ordained leader and the congregation with identical descriptions. They state that every pastor shall:

- a. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church;*
- b. Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead;*
- c. Stress the importance of piety in individuals and family life and provide pastoral leadership to all schools and auxiliary organization of the congregation;*
- d. Install members of the congregational council and, with the council, administer discipline;*
- e. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community at home and abroad;*
- f. Encourage the members to be generous in support of the ministry of the congregation, the synod and the church;*
- g. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;*
- h. Commend members, who move, to the pastoral care of the parish in which their new home is located.*

WHY should we conduct an evaluation?

Evaluation is based on mutual accountability and shall be conducted with sensitivity, confidentiality, honesty, respect and grace. The purpose of the conversation is to

- Support the pastoral leader;
- Improve future performance; and to
- Appreciate the gifts that the pastoral leader brings to the mission of the congregational community.

Recognizing the unique ministry that each congregation offers, *St. Luther's* Lutheran Church describes its vision/mission as:

(insert congregational mission/vision statement,...)

WHEN and how often should an evaluation be conducted?

An evaluation shall be held annually as an on-going process of the congregational council. It will allow for patterns to emerge which may

- recognize the gifts offered by the leader;
- identify areas of growth and support systems that could be provided by the congregation; and/or
- detect modifications required to the ministry shared.

It is often self-defeating if the process is initiated when a situation of conflict becomes evident. An evaluation conversation prior to an annual meeting or prior to a budget-setting process, may be most helpful to the leaders of the congregation.

Approximately two hours should be scheduled.

The “First Call” program has an annual evaluation process built into it, and support newly-ordained or consecrated rostered leaders for the first three years in a new call situation.

WHO should lead the process?

The evaluation process provides a healthy climate of support which may leave the rostered leader feeling less isolated in their role and in the congregational community. The process cultivates motivation and clarifies mutual expectations.

Therefore, the composition of the review team (typically two or three people) must have the confidence and trust of the rostered leader; the respect of the congregational members; and be able to speak the truth sensitively, with the goal of providing thoughtful and constructive comments. The team may consist of one person chosen by the pastor; one chosen by the council; and another may be representative of a significant area of congregational ministry, e.g. from the choir, youth group, mutual ministry committee, women's group...

WHERE is there an impartial setting?

The review team should choose a location that is 'neutral' and informal where the power of one person does not bias the discussion in any way. The venue should be free of distractions, comfortable and respect the private nature of the conversation.

HOW will the process flow?

The confidential evaluation process must be affirming while still posing questions that celebrate strengths and honestly face perceived growth areas.

Every three to five years, the evaluation process may include the members of the congregation in general. An "Every Member Response" which is included at the end of this document may be used or a modification of this may be developed.

The evaluated person prepares by

- discerning God's will through prayer; and
- completing as accurately as possible, the right side of the form

The review team prepares by

- discerning God's will through prayer; and
- completing as accurately as possible, the left side of the form

After the review team is appointed,

- the review team and the rostered leader complete the evaluation form at the end of this document;
- the review team and the rostered leader share their comments as noted on the evaluation form;
- at least two days later, the review team and the rostered leader meet for discussion;
- following discussion, one of the review team members shall prepare a summary of the discussion (with no names attached to any of the comments),
- invite the rostered leader to sign (to indicate verification of this summary); and
- then submit this to the congregational council who may take note of the issues raised in order to adjust the salary compensation; identify resources or training to access; etc..

Another very comprehensive resource on evaluation is "Assessing Ministry – Enriching the Meal" written by Allyn Langager, available on the Synod website:

<http://albertasynod.ca/leadership/assessing-ministry/>

EVALUATION FORM

These topics may guide the conversation, but will hopefully lead to a more in-depth conversation about role and support of the rostered leader.

(Review Committee completes left hand column; rostered leader completes right hand column)

“Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church”

The sermons impact me and are relevant to daily life.	How do you see yourself as worship leader?
The prayers of the community are healing and spiritually satisfying.	
The sermons are focused, well-organized and of an appropriate length.	
The messages delivered during the ‘children’s time’, weddings and funerals seem to enhance the worship experience.	

In conversation together, add at least one goal related to this area of the call, which will be addressed this year:

“Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead”

Provides counseling and guidance for those experiencing significant moments in life.	How do you see yourself as providing pastoral care?
Interaction conveys caring support to those who are ill, bereaved or in other distress.	
Visits members who are in the hospital or institutionalized and no longer able to actively participate in worship services at our church.	

In conversation together, add at least one goal related to this area of the call, which will be addressed this year:

“Inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation”

<p>By example, the rostered leader inspires us to develop a prayer life and encourages biblical literacy.</p>	<p>How do you attend to your own spiritual needs and self-care?</p>
<p>Models ethical practices, including inclusivity and hospitality.</p>	
<p>Takes opportunities to teach Lutheran heritage and explains Christian response to social issues.</p>	
<p>Confidently expresses his/her faith in public and in personal situations.</p>	

In conversation together, add at least one goal related to this area of the call, which will be addressed this year:

“Install members of the Congregational Council and, with the council, administer discipline”

Respects and cooperates well with the members of the council.	How well do you relate to congregational members and church leaders?
Appreciates the members of the congregation and in the community.	
Affirms those who are elected or appointed to positions of leadership in the congregation.	
Works to resolve differences and addresses conflicts with integrity.	

In conversation together, add at least one goal related to this area of the call, which will be addressed this year:

“Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad”

Encourages others to discern the call to rostered ministry.	Do you promote others to discern the call to ministry?
Identifies those in the congregation who have leadership gifts and equips them for service.	
Challenges members to see God at work in the community and in the world.	

In conversation together, add at least one goal related to this area of the call, which will be addressed this year:

“Encourage the members to be generous in support of the ministry of the congregation, the synod and the church”

Invites others to participate in the conventions and conferences of this Church.	Are you a role model for good stewardship?
Preaches and demonstrates responsible stewardship of time, talent and treasure.	
Is informed about the opportunities and support offered by synod and national church.	

In conversation together, add at least one goal related to this area of the call, that will be addressed this year:

“Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of the synod on forms provided by the church. The parish records shall be kept in separate book which shall remain the property of the congregation”

Regularly remits parochial reports as required.	Are you an efficient record keeper?
Delegates responsibility for record-keeping to the care of a member.	

In conversation together, add at least one goal related to this area of the call, that will be addressed this year:

“Commend members who move to the pastoral care of the parish in which their new home is located”

Cares for the spiritual welfare of those who are in life transitions.	Do you commend departing members to the care of another church?
Conscientious about communicating with other congregations about those who may reside in their geographical area.	

In conversation together, add at least one goal related to this area of the call, that will be addressed this year:

Members of the Review Team are:

- 1.
- 2.
- 3.

Rostered Leader Evaluated is:

Date:

Recommendations to be included in report to Council:

EVALUATION

Every Member Response

The congregational council conducts an annual review of the ministry of the rostered leader (the pastor) . Every three years, congregational members are invited to assist by completing the following questionnaire and returning it to the specially marked box near the entrance to the sanctuary. If you are uncertain of the pastor's gifts in a particular area, please leave it blank.

Worship Leadership -

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Teaching -

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Caregiving -

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Administration –

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Conflict Management -

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Counseling –

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Visitation –

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Small Group Work (Bible study, etc.)

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Committee Work

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

Ability to Delegate

(low) 0 1 2 3 4 5 6 7 8 9 10 (high)

(Please use the back of this form to add other comments)