

Southwestern Washington Synod OFFICE OF MINISTRY REVIEW FORMS

Pastor Review Aims

1. To provide ministry assessment; set and measure short- and long-term goals, honor accountability, provide feedback and counsel steps to move forward.
2. To provide a scheduled (EVERY TWO YEARS) positive review opportunity.
3. To provide a respectful, well managed review opportunity.
4. Facilitate growth toward a more effective ministry for the pastor and the congregation:
 - to affirm areas of effectiveness and success in ministry.
 - to affirm and encourage growth in personal, professional, and congregational relationships and ministries.
 - to identify areas of concern and/or tension [where nurture and growth are needed].
 - to plan for a realistic amount of time and assistance for change to occur.
5. Pastoral Reviews are NOT to be used to solve conflicts or air controversy. If significant issues exist, they need to be addressed separately and in person with the pastor.

Pastoral Review Team

1. It is recommended the congregation establish a Pastor/Congregation Relations Team and that pastor and congregation reviews are this Team's responsibility.
 - a. This Team is ongoing and accountable to the Church Council.
 - b. This Team consists of 3 - 5 members.
 - c. This team's primary concern should be the relationship between the pastor's ministry and the congregation's mission.
 - d. This Team shares results of Pastor's review with Church Council & Pastor only.
 - e. Term is 2-3 years, elected and/or appointed to position with overlap.
 - f. The Chair of this Team is a full member of the Church Council.

Pastoral Review Team Cautions

1. All participants and congregational respondents are accountable for what they say. Respondents are required to sign their names to promote honesty, integrity, and accountability consistent with our theology and understanding of church. Identity is important for potential follow-up where needed. Anonymous reviews will be discarded.
2. The person being reviewed will receive a full summarized report, but not the original response forms.

Review Steps

The pastor completes a written "self-evaluation" (see pages 3-5) and submits it to the committee 10 days prior to scheduled review.

Report includes:

A review of areas of responsibility as outlined in the written job description.

A review of ministry successes.

A review of growth areas, concerns encountered in previous year's ministry.

A statement of goals and vision for ministry for the coming year.

A list of questions on which the pastor would welcome feedback from the committee and/or congregation.

1. Those in congregational leadership will complete the congregational review form.
2. The Review Team solicits responses from as many persons within the congregation as is possible or feasible. (See page 6)
3. Review Team holds meeting(s) to review responses, ask further questions, respond to pastor's self-assessment and congregational input, and to prepare feedback/summary report.
4. Review Team schedules a meeting with the Pastor and Council to share information based on summary report.
5. Summary Report: Review Team provides written report/summary, saved in a confidential file, with copies given to pastor, Church Council and can be sent to the Synod Office (to be placed in pastor's synodical file).

A general summary of the congregational questionnaire is to be made available to the Congregation.

Arrangements should be put in place for the handling of possible grievances.

Pastor's Self Evaluation Form

Evaluating Gifts for Ministry

Leadership Self-Evaluation Key
 1 – very poor; 2 – poor; 3 – fair; 4 – good; 5 – very good

My Ministering Skills/Abilities	1	2	3	4	5
Ability to interpret the scriptures, affirming the Confessions of the ELCA.					
Ability to effectively communicate the message of the scriptures through preaching and teaching.					
Ability to work with leaders to assist the congregation in establishing purposeful and measurable ministry and mission goals.					
Ability to work with leaders to assist the congregation in planning, implementing, and evaluating programs to meet its purpose and goals.					
Ability to lead the congregation in vibrant worship.					
Ability to train others for leadership in the congregation's worship.					
Ability to help leaders assist the congregation in identifying the spiritual gifts of members.					
Ability to equip and coach persons in fulfilling their daily ministry/vocations.					
Ability to work with persons individually in relation to their faith and life concerns.					
Ability to help facilitate change and growth in the lives of persons.					
Ability to foster the development/maintain various congregational small groups.					
Ability to build relationships with the wider community beyond the congregation.					
Ability to keep the congregation informed and involved in the work of conference, synodical, and church-wide programs.					
Ability to assist the congregation in relating with appreciation and integrity to persons and congregations in other faith traditions.					

My Personal Qualities/Characteristics	1	2	3	4	5
Honor commitments by carrying out promises despite pressures to compromise.					
Show competence and responsiveness in handling differences of opinion.					
Acknowledge limitations and mistakes and recognize the need for growth.					
Remain calm under pressure while continuing to affirm persons.					
Have a clear sense of personal work responsibilities on behalf of the congregation.					
Able to take time off for refreshment and renewal.					
Able to maintain a healthy balance between church responsibilities and family needs.					
Accept and value diversity in people and ideas.					
Hold clear theological positions that are also open to evaluation in the light of new experiences and current theological trends.					

My Personal Growth Plan as Pastor
I seek to grow skills in these two or three areas over the next two years. 1. 2.
I adopt these specific ways to work at growth in the above listed areas.
I recognize the following obstacles to effective growth in the above-listed areas.
I will enlist this person(s) to help hold me accountable for beginning and completing this plan for growth over the first and second year.
I will give a written report/update to the Review Team six weeks before the next review.

Congregational Pastoral Review Form

Questionnaire # _____

Purpose of this Review

To affirm and strengthen the pastor and the congregation in their ongoing relationship and shared ministry, and to discover ways to seek new growth in personal, professional, and congregational relationships.

Pastor _____ is beginning the _____ year of pastoral ministry with us.

This review form is offered as a congregation-wide review of pastoral ministry.

Explanation of Confidentiality

The Pastor-Congregation Relations Team assures you that your responses in this questionnaire will be held in confidence. The signed cover sheet will be removed after initial review and before final tabulation of results. The Review Team will summarize the collected evaluations and comments in a written report to be made available to both pastor and congregation.

Your signature is requested **ONLY** on this cover sheet. **Unsigned surveys** will be excluded from tabulation. Again, after final tabulation, the results will be presented to the congregation in a summary report.

General Instructions

Members and active participants of _____ Church (Confirmation age and above) are invited to complete this questionnaire. Please complete this review in an attitude of prayer, seeking the guidance of the Holy Spirit as you reflect on the ministry and mission God has given us as pastor and congregation.

Procedure

1. **Sign** your name on the line below.
2. **Complete** BOTH sections of the questionnaire.
3. **Place** the questionnaire into a sealed envelope.
4. **Return** to the church office marked **ATTN: REVIEW TEAM**

Your Name: _____

RETURN IN A SEALED ENVELOPE TO THE CHURCH OFFICE BY: SUNDAY _____

Review # _____

YOUR PERSONAL PROFILE: Check the information that applies to you.

Male Female Other Preferred Identity

Member Non-Member

Number of years attending this church

<1 year 1-5 years 6-15 years 16+ years

Age group

Confirmation/High school 19-30 31-50 51-65 66+

Section I – Congregational Review

The statements in this section focus on the life of our congregation.

For each of the following statements, circle the number that best expresses your agreement or disagreement. **Please note that a “4” means that you strongly agree with the statement and a “1” means that you strongly disagree with the statement.** An additional selection, **NA**, is provided if you believe an item does **not apply** to you, or you may not be involved, or you may not be aware.

Ministry Review Evaluation Key

NA 1 – Strongly Disagree 2 – Disagree 3 – Agree 4 – Strongly Agree

I attend this church for...	N/A	1	2	3	4
...its Lutheran theology and values.					
...its welcoming and inviting atmosphere.					
...its commitment to nurture, support & care for its members.					
...its missional outreach in the community and beyond.					
...its emphasis on spiritual disciplines and creative worship.					
...its acceptance of all people including LGBTQ					
...other (please list)					
Your clarifications, explanations, suggestions: (Please be as brief as possible.)					

Ministry Review Evaluation Key

NA 1 – Strongly Disagree 2 – Disagree 3 – Agree 4 – Strongly Agree

Leadership and Decision-Making	N/A	1	2	3	4
The expectations/roles of congregational leaders are well defined.					
I am well informed about our church.					
We deal constructively with conflicts in our church.					
I have adequate opportunity to move into leadership positions.					
Your clarifications, explanations, suggestions: (Please be as brief as possible.)					

Christian Nurture and Education	N/A	1	2	3	4
I am satisfied with the all-ages Sunday School classes offered. <i>(make suggestions below)</i>					
I like the activities offered in our mid-week programs. <i>(make suggestions below)</i>					
It is important to continue Vacation Bible School.					
The library resources are helpful to me.					
I believe small groups are important in our church.					
Your clarifications, explanations, suggestions: <i>(Please be as brief as possible.)</i>					

Worship and Fellowship	N/A	1	2	3	4
I am nourished by our style of worship.					
Our sound system and audio assistance is up to date.					
I am engaged by the music selections in our worship.					
The following items are elements in our worship service. Please check the four you appreciate most. <input type="checkbox"/> prelude <input type="checkbox"/> sermon <input type="checkbox"/> various prayer forms <input type="checkbox"/> children's story <input type="checkbox"/> children's choir <input type="checkbox"/> organ <input type="checkbox"/> piano <input type="checkbox"/> responsive readings <input type="checkbox"/> special music <input type="checkbox"/> sharing time <input type="checkbox"/> offering <input type="checkbox"/> adult choir <input type="checkbox"/> sanctuary preparation <input type="checkbox"/> lay worship leader <input type="checkbox"/> visitor welcome <input type="checkbox"/> drama <input type="checkbox"/> announcements <input type="checkbox"/> Other _____					
The following items are special events in our church. Please check the four most important to you. <input type="checkbox"/> Christmas Eve Service <input type="checkbox"/> Sunday School Christmas program <input type="checkbox"/> Lenten Worship <input type="checkbox"/> Holy Week Worship <input type="checkbox"/> Easter Sunrise Service <input type="checkbox"/> Mission Festival <input type="checkbox"/> Hymn request time <input type="checkbox"/> Fellowship meals <input type="checkbox"/> Sunday School picnic <input type="checkbox"/> Neighborhood picnic <input type="checkbox"/> Family recreation nights <input type="checkbox"/> Other _____					
Your clarifications, explanations, suggestions: <i>(Please be as brief as possible.)</i>					

Ministry Review Evaluation Key

NA 1 – Strongly Disagree 2 – Disagree 3 – Agree 4 – Strongly Agree

Witness and Outreach	N/A	1	2	3	4
I invite others to our church.					
I/Our Church welcome(s) the diversity of our community.					
We are active in outreach to our community.					
Our church adequately stresses Christian service (locally).					
Our church adequately stresses Christian service (globally).					
Your clarifications, explanations, suggestions: <i>(Please be as brief as possible.)</i>					

Ministry Review Evaluation Key

NA 1 – Strongly Disagree 2 – Disagree 3 – Agree 4 – Strongly Agree

Budget and Property	N/A	1	2	3	4
I enjoy financial giving to our Christian ministry.					
Our method of budgeting meets the needs of our Congregation, Community and Synod.					
Our church property is well cared for.					
Our worship facility meets our future needs					
I am satisfied with our fellowship facility.					
Your clarifications, explanations, suggestions: <i>(Please be as brief as possible.)</i>					

Vision
If you could change one essential thing about our church, what would it be?

Section II – Pastoral Review

These first three statements refer to our overall desires for Pastoral Ministry and are NOT intended to be an evaluation of our current Pastor.

The following **qualities** are important for pastoral ministry. **Please check the four most important to you.**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> expresses personal faith | <input type="checkbox"/> Lutheran beliefs | <input type="checkbox"/> good organizer | <input type="checkbox"/> counseling skills |
| <input type="checkbox"/> relates well to youth | <input type="checkbox"/> creative thinker | <input type="checkbox"/> mission emphasis | <input type="checkbox"/> readily seeks advice |
| <input type="checkbox"/> effective public speaker | <input type="checkbox"/> well informed | <input type="checkbox"/> relates well to others | <input type="checkbox"/> outgoing personality |
| <input type="checkbox"/> active in community | <input type="checkbox"/> leadership skills | <input type="checkbox"/> supports the Synod and ELCA | |
| <input type="checkbox"/> Other _____ | | | |

The following **leadership styles** are important for pastoral ministry. **Please check the four most important to you.**

- | | | | |
|---|--|------------------------------------|-------------------------------------|
| <input type="checkbox"/> administrator (CEO) | <input type="checkbox"/> visionary (prophetic) | <input type="checkbox"/> teacher | <input type="checkbox"/> shepherd |
| <input type="checkbox"/> charismatic/engaging | <input type="checkbox"/> spiritual mentor | <input type="checkbox"/> motivator | <input type="checkbox"/> care giver |
| <input type="checkbox"/> manager (gets things done) | <input type="checkbox"/> encourages lay leadership | | |
| <input type="checkbox"/> Other _____ | | | |

The following **tasks** are important for pastoral ministry. **Please check the four most important to you.**

- | | | | |
|---|---|--|------------------------------------|
| <input type="checkbox"/> home visitation | <input type="checkbox"/> setting church goals and vision | <input type="checkbox"/> worship planning | <input type="checkbox"/> teaching |
| <input type="checkbox"/> worship leading | <input type="checkbox"/> coordinating boards & committees | <input type="checkbox"/> crisis support | <input type="checkbox"/> preaching |
| <input type="checkbox"/> hospital visitation | <input type="checkbox"/> attend council meetings | <input type="checkbox"/> sermon preparation | |
| <input type="checkbox"/> continuing education | <input type="checkbox"/> personal self-renewal | <input type="checkbox"/> community involvement | |
| <input type="checkbox"/> Other _____ | | | |

Your clarifications, explanations, suggestions: *(Please be as brief as possible.)*

The following statements DO pertain to the ministry of our current Pastor.

Ministry Review Evaluation Key

NA 1 – Strongly Disagree 2 – Disagree 3 – Agree 4 – Strongly Agree

In my Opinion...	N/A	1	2	3	4
...our pastor demonstrates a positive, congenial, and hopeful spirit.					
...our pastor acts with decisiveness and flexibility as appropriate.					
...our pastor is available/accessible regularly.					
...our pastor responds appropriately to special needs.					
...our pastor is a self-starter & sees difficult projects to completion.					
...our pastor is sincere, honest, and open.					
...our pastor perceives the needs & expectations of the congregation as well as those of individual members.					
...our pastor leads with energy and vision for continuing growth and development.					
...our pastor has sufficient ability to analyze situations and systems accurately to enhance ministry.					
...our pastor shows good preparation and leadership in worship services.					
...our pastor's preaching challenges me to grow in both understanding and commitment.					
...our pastor's sermons are well prepared and delivered.					
...our pastor's commitment to the Lutheran Christian faith is often reflected in his/her sermons and teachings.					
...our pastor is a skilled teacher.					
...our pastor's interpretation of the Bible is enlightening and challenging.					
...our pastor values my contributions to the church.					
...our pastor teaches Christian theology that is consistent with the core values and Confessions of our ELCA.					
...our pastor works with the congregation as a partner with a commitment to the mission of our church.					
...our pastor nurtures personal and spiritual relationships with me and other members of the congregation.					
...our pastor takes appropriate time and energy to ensure his/her personal health and to enhance family and personal relationships.					
Your clarifications, explanations, suggestions: <i>(Please be as brief as possible.)</i>					

Please complete each of the following statements

The **one** thing that I most appreciate about our pastor is:

The **one** area in which I would like to see our pastor grow or improve in is:

The **one** new area of ministry I would like to grow in is:

The **one** new area of ministry I can engage my gifts in this coming year is:

The **one** new hope I have for our congregation's ministry is: