How to Conduct a Mutual Ministry Review

A guide for the congregational leadership

The Diocese of Southwest Florida

February 1, 2016
How to Conduct a Mutual Ministry Review

This guide was developed by
THE REV. CANON FRANK LOGUE, CANON TO THE ORDINARY FOR THE EPISCOPAL DIOCESE OF GEORGIA

“Encourage one another; build up each other.”
-1 Thessalonians 5:11

“Provoke one another to love and good deeds . . . encouraging one another.”
-Hebrews 10:24-25

“There are 42 verses in the New Testament which speak to how we are to treat one another (listed here). How we treat one another is bound together with our faith in Christ who taught us to love our neighbor as ourself. This mutuality is at the heart of the Christian community and it should be a part of how the Rector (or Vicar, Interim etc.), Wardens and Vestry go about leading the church.

The Letters of Agreement for clergy of the Diocese of Southwest Florida now state: “The Rector, Wardens and Vestry agree to a discussion and mutual review of the total ministry of the Parish. The first such review shall be held in March 2016 and annually thereafter before the end of “season”.

The Review will:
• Provide the Rector, Wardens and Vestry opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.
• Establish goals for the work of the parish for the coming year.
• Isolate areas of conflict or disappointment, which have not received adequate attention and may be adversely affecting mutual ministry.
• Clarify expectations of all parties to help put any future conflicts in manageable form.
• A mutually agreed upon third party may be engaged to facilitate the mutual ministry review process.
• Review the Compensation of the Rector

What Is A Mutual Ministry Review? This is a disciplined time of reflection on how the life of a congregation is going, including look at the goals for the congregation and the roles and responsibilities of those working toward those goals. The main purpose is to clarify objectives and consider how best to make changes that will lead to more effective ministry aimed at those shared goals. This is not a time for beating up one another over what has gone wrong in order to assess blame. The Mutual Ministry review is an honest look at what is working well together with considering means of improving in areas that are less effective. As such, the review looks at the church leadership as a system and gathers information from key people including both a self review and review of others.
One word of warning: A review is not meant to offer a means of attack, but it is an open dialogue. Therefore, a time of crisis will not be the time for a constructive review.

If your congregation is conflicted, you will need to find ways to deal with the situation openly, but the Mutual Ministry Review is not the right tool. A Mutual Ministry Review offers a means of assessment for healthy congregations to improve.
Materials used to support the Mutual Ministry Review process:

- Letter to the participants of the Mutual Ministry Review
- Assessments
  - Rector/Priest-in-Charge/Vicar’s Self Assessment
  - Rector/Priest-in-Charge/Vicar’s Assessment of Vestry as a whole
  - Rector/Priest-in-Charge/Vicar’s Assessment of Individual Staff Member
  - Vestry Member Self Assessment
  - Vestry Member Assessment of Vestry as a whole
  - Vestry Member Assessment of Rector/Priest-in-Charge/Vicar
  - Vestry Member Assessment of the Staff as a whole
  - Staff Member Self Assessment
  - Staff Member Assessment of Rector/Priest-in-Charge/Vicar
  - Staff Member Assessment of Vestry as a whole
  - Staff Member Assessment of the Staff as a whole
Letter to the participants of the Mutual Ministry Review

Dear ____________________________

Enclosed you will find the forms to be used for your participation in the Mutual Ministry Review of ______________________ (church name)

Please take time to pray as you begin to respond to the questions on each of the forms. You may not have any comments to make on some of the questions, which is fine. When you have completed these documents, put them in the envelope and return them to the parish office.

________________________ (Convener) will compile all of the documents prior to scheduling with the Rector and the Staff the times for their individual meetings. The Rector will schedule meetings at the conclusion of the process for final reports to the Vestry and Staff. Please return the forms to the parish office not later than __________.

Individual meetings of Staff with the Rector will be scheduled during the week of __________. Thank you for your participation in this important work of reflection and review.

At the end of this process we will ask for feedback and suggestions for improving the __________ Mutual Ministry Review.

Faithfully,

________________________
Rector/Priest-in-Charge/Vicar

________________________
Convener
Mutual Ministry Review

Church ______________________  Year _____________

Rector’s Self-Assessment

1. Based on the feedback I receive from parishioners, fellow staff members and members of the Vestry, I believe these are the things I say or do that most enhance my effectiveness (defined as producing the desired or intended results) in my work.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Based on the feedback I receive from parishioners, fellow staff members and members of the Vestry, I believe these are the things I could do better to increase my effectiveness.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. To most increase my effectiveness, these are the items I wish to attend to during the next 12 months.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Rector’s Signature: ____________________________________ Date: _____________
Mutual Ministry Review
Church ______________________ Year _____________

Rector’s Assessment of the Vestry as a whole
1. In general, how would you evaluate the Vestry’s work over the past year? What does the Vestry communicate or do that most enhances the effectiveness of its ministry at ________________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What of your expectations of the Vestry have not been effectively addressed? What does the Vestry communicate or do that detracts from the effectiveness of its ministry at ________________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What Vestry members are particularly supportive of your ministry on behalf of the parish?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
4. How can any particular Vestry member be more supportive of your ministry or of the ministry of the Vestry as a whole on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Rector’s Signature: _______________________________ Date: _______________
Mutual Ministry Review
Church ______________________  Year ___________

Rector’s Assessment of the individual Staff member

1. In general, how would you evaluate the staff member’s work over the past year? What does the staff member say or do that most enhances the effectiveness (defined as producing the desired or intended results) of his/her ministry at ______________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What of your expectations of the staff member have not been effectively addressed? What does the staff member say or do that detracts from the effectiveness of his/her ministry at ______________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What should receive the staff member’s attention over the next 12 months that would increase the effectiveness of his/her ministry at ______________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

By signing below, we acknowledge that we discussed these points:

Staff Member’s Signature: ________________________ Date: ___________
Rector’s Signature: ________________________ Date: ___________
Convenor’s Signature: ________________________ Date: ___________
Mutual Ministry Review
Church ______________________    Year _____________

Vestry member’s individual Self Assessment

1. Based on the feedback I receive from parishioners, fellow members of the Vestry, and the Rector, I believe these are the things I say or do that most enhance my effectiveness (defined as producing the desired or intended results) in my work.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Based on the feedback I receive from parishioners, fellow members of the Vestry, and the Rector, I believe these are the things I could do better to increase my effectiveness.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. To most increase my effectiveness, these are the items I wish to attend to during the next 12 months.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Vestry Member’s Signature: ____________________________    Date: _____________
Mutual Ministry Review
Church ______________________ Year _____________

Vestry Member’s Assessment of the Vestry as a whole
1. In general, how would you evaluate the Vestry’s work over the past year? What does the Vestry communicate or do that most enhances the effectiveness of its ministry at ________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What of your expectations of the Vestry have not been effectively addressed? What does the Vestry communicate or do that detracts from the effectiveness of its ministry at ________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. What Vestry members are particularly supportive of your ministry on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. How can any particular Vestry member be more supportive of your ministry or of the ministry of the Vestry as a whole on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


Vestry Member’s Signature: ________________________________ Date: ______________
Mutual Ministry Review
Church ______________________ Year _____________

Vestry Member’s Assessment of the Rector/Priest-in-Charge/Vicar

1. In general, how would you evaluate the Rector/Priest-in-Charge/Vicar work over the past year? What does the Rector/Priest-in-Charge/Vicar say or do that most enhances the effectiveness (defined as producing the desired or intended results) of her/his ministry at ________________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What of your expectations of the Rector/Priest-in-Charge/Vicar have not been effectively addressed? What does the Rector/Priest-in-Charge/Vicar say or do that detracts from the effectiveness of her/his ministry at ________________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What should receive the Rector/Priest-in-Charge/Vicar’ attention over the next 12 months that would increase the effectiveness of her/his ministry at ________________ (Church)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Vestry Member Signature: _______________________________ Date: _____________
Mutual Ministry Review

Church ______________________  Year ______________

Vestry Member’s Assessment of the Staff as a whole

1. In general, how would you evaluate the staff’s work over the past year? What does the staff communicate or do that most enhances the effectiveness of its ministry at __________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What of your expectations of the staff have not been effectively addressed? What does the staff communicate or do that detracts from the effectiveness of its ministry at __________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. What staff members are particularly supportive of the ministry of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. How can any particular staff member be more supportive of the Vestry or of the ministry of the staff as a whole on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Vestry Member Signature________________________________________ Date: _____________
Mutual Ministry Review

Church ______________________ Year _____________
Staff Member’s Self Assessment ____________________________

1. Based on the feedback I receive from parishioners, fellow staff members and the Rector, I believe these are the things I say or do that most enhance my effectiveness (defined as producing the desired or intended results) in my work.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Based on the feedback I receive from parishioners, fellow staff members and the Rector, I believe these are the things I could do better to increase my effectiveness.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. To most increase my effectiveness, these are the items I wish to attend to during the next 12 months.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff Member Signature: ______________________ Date: ____________
Mutual Ministry Review

Church ____________________ Year ____________

Staff Member’s Assessment of the Rector/Priest-in-Charge/Vicar

1. In general, how would you evaluate the Rector/Priest-in-Charge/Vicar’s work over the past year? What does the Rector say or do that most enhances the effectiveness (defined as producing the desired or intended results) of her/his ministry at ________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What of your expectations of the Rector/Priest-in-Charge/Vicar have not been effectively addressed? What does the Rector/Priest-in-Charge/Vicar say or do that detracts from the effectiveness of her/his ministry at ________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. What should receive the Rector/Priest-in-Charge/Vicar’s attention over the next 12 months that would increase the effectiveness of her/his ministry at ________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
By signing below, we acknowledge that we discussed these points:

Staff Member Signature: ___________________________ Date: __________

Rector’s Signature: ___________________________ Date: __________

Convener’s Signature: ___________________________ Date: __________
**Mutual Ministry Review**

Church ______________________     Year _____________

**Staff Member’s Assessment of the Vestry as a whole**

1. In general, how would you evaluate the Vestry’s work over the past year? What does the Vestry communicate or do that most enhances the effectiveness of its ministry at __________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What of your expectations of the Vestry have not been effectively addressed? What does the Vestry communicate or do that detracts from the effectiveness of its ministry at __________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. What Vestry members are particularly supportive of your ministry on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. How can any particular Vestry member be more supportive of your ministry or of the ministry of the Vestry as a whole on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Staff Member Signature: ___________________________ Date: _____________
Mutual Ministry Review

Church ______________________ Year _____________

Staff Member’s Assessment of the Staff as a whole

1. In general, how would you evaluate the staff’s work over the past year? What does the staff communicate or do that most enhances the effectiveness (defined as producing the desired or intended results) of its ministry at __________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What of your expectations of the staff have not been effectively addressed? What does the staff communicate or do that detracts from the effectiveness of its ministry at __________________ (Church)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. What staff members are particularly supportive of your ministry on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. How can any particular staff member be more supportive of your ministry or of the ministry of the staff as a whole on behalf of the parish?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Staff Member Signature: _______________________________ Date: ____________
ONLINE FORMS AVAILABLE
MMR – Rector’s Self Assessment

MMR – Rector’s Assessment of Vestry as Whole

MMR – Rector’s Assessment of Staff Member
https://episcopalflorida.wufoo.com/forms/mmr-rectoras-assessment-of-staff-member/

MMR – Vestry Member Self Assessment
https://episcopalflorida.wufoo.com/forms/mmr-vestry-member-self-assessment/

MMR – Vestry Member Assessment of Vestry (Whole)

MMR – Vestry Member Assessment of Rector
https://episcopalflorida.wufoo.com/forms/mmr-vestry-member-assessment-of-rector/

MMR – Vestry Member Assessment of Staff (Whole)
https://episcopalflorida.wufoo.com/forms/mmr-vestry-member-assessment-of-staff-whole/

MMR – Staff Member Self Assessment
https://episcopalflorida.wufoo.com/forms/mmr-staff-member-self-assessment/

MMR – Staff Member Assessment of Rector
https://episcopalflorida.wufoo.com/forms/mmr-staff-member-assessment-of-rectorvicarpic/

MMR – Staff Member Assessment of Vestry (Whole)
https://episcopalflorida.wufoo.com/forms/mmr-staff-member-assessment-of-vestry-whole/

MMR – Staff Member Assessment of Staff (Whole)
https://episcopalflorida.wufoo.com/forms/mmr-staff-member-assessment-of-staff-whole/