

MUTUAL MINISTRY EVALUATION PROCESS

We recognize that effective ministry is the result of an interaction between the rostered minister and the congregation, and that it's always important to stay in touch with shared goals and expectations.

The following document is provided to review the mutual ministry of the rostered minister(s) and the congregation.

The goals of the review are:

- To identify and affirm the accomplishments, faithfulness, and competencies of the rostered minister and the congregation
- To help rostered ministers sharpen personal goals and to define areas of needed or desired professional, spiritual, and personal growth
- To help rostered ministers and laity clarify expectations of one another and to improve the effectiveness of their shared ministries

The model constitution for congregations says:

A mutual ministry committee shall be appointed jointly by the president (or vice president) and the minister. It is recommended that this committee consist of six persons. The term of office shall be for two years, with three members to be appointed each successive year. The mutual ministry committee shall oversee the evaluation process of the rostered minister(s). The mutual ministry committee may be asked by the finance committee for guidance on compensation.

The mutual ministry committee members should complete the appropriate congregational review form for their rostered minister(s). It is suggested that additional members of the congregation be asked to provide evaluative feedback to supplement the committee's evaluation process. A combined summary report should be formulated and shared between the mutual ministry committee members and the rostered minister(s). This gathering should start and end in prayer. For example:

- Thanking God for our rostered minister(s) spiritual leadership, teaching of God's gospel, and interfacing with our human needs
- Stating how the congregation is "grateful for their (giving appropriate examples such as Sunday morning sermons, leading Bible classes, and conducting baptisms, confirmations, weddings, counseling, funerals, etc.)
- Asking for God's guidance and direction as we reverently review this congregation's ministry of the recent past, and as we set goals for the coming months/years.

After discussion and consensus is reached on the content of the summary report, it should be shared with the congregation council. A review process should never be conducted during the budgeting process of a congregation/ministry, nor should it be

part of the process used to set church staff salaries. Reviews should be conducted at a different time of the year from budgeting processes, and then the reports may be considered as part of the material gathered to form goals and budgets for a ministry.

A helpful resource is Pastor and People: Making Mutual Ministry Work, Congregational Leader Service, Augsburg Fortress.

CONGREGATIONAL REVIEW OF THE PASTORAL MINISTRY

The mutual ministry committee is asked to assist in the review process of our rostered minister(s). Please indicate your rating and make written comments where you have knowledge. Leave blank any categories where you don't feel you have knowledge to make a meaningful review. This information will be shared with our rostered minister(s) to help guide personal growth in ministry and continuing education.

In each category the rating system will be a scale of 1 to 5, with 1 being low and 5 being high.

PREACHING

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

TEACHING

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

LEADING WORSHIP

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

PASTORAL CARE

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

LEADERSHIP & PLANNING (ADMINISTRATION)

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

COMMUNITY MINISTRY & LARGER CHURCH LEADERSHIP

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

PROPHETIC MINISTRY

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

PEOPLE SKILLS

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

CONTINUING EDUCATION

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

PERSONAL LIFE

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

YOUTH MINISTRY

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

WEDDINGS & FUNERALS

Circle one: 1 2 3 4 5

- a. What is the minister doing well in this area?
- b. What does the minister need to improve?

CONGREGATIONAL REVIEW OF LAY ROSTERED MINISTER MINISTRY

(These are suggested questions and are not all applicable to everyone)

1. Do you feel your job is an important part of the overall ministry of the church?
2. What are some of the specific joys/successes for you in this past year?
3. Are you given enough lead time to get your work done without being hurried or stressed?
4. What has caused you frustration or great concern?
5. Do you feel you are given proper equipment and materials to do the job required of you?
6. What do you wish would improve? (Please offer specific actions that you think could bring about improvement).
7. How do you feel the pastoral ministry staff supplements and supports your work?
8. How do you feel congregation members supplement and support your work?
9. How do you feel the youth supplement and support your work?
10. Do you feel you are fairly and adequately compensated for the work you do? (Include salary, mileage, pension, health/dental insurance, continuing education).
11. Are you a part of regular weekly planning (staff meetings)? Do you feel enough time is given for staff reporting and sharing with each other?
12. When deadlines are necessary, do you feel others respect and comply to enable you to get the job done?

ROSTERED MINISTER(S) MINISTRY REVIEW OF THE CONGREGATION

In each category, the rating system will be a scale of 1 to 5, with 1 being low and 5 being high.

Are members willing to participate?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Is there positive interaction between members?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Is there a feeling of Christian community?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Do the members of the congregation support the work of the church in a financially responsible manner?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Does the congregation serve the needs of the community?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Is there willingness for outreach on the local level?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Is there willingness to support our ministry through the synod and the ELCA?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?

Is there willingness for outreach to the world?

Circle one: 1 2 3 4 5

- a. What is the congregation doing well in this area?
- b. What does the congregation need to improve?