

## 2017 WNCC Clergy Assessments

This assessment process is a joint project between the Board of Ordained Ministry and the Cabinet. The *2016 Book of Discipline* states that:

*¶ 349.1: The district superintendent, in consultation with the pastor-parish relations committee, will evaluate annually the pastors' effectiveness for ministry, using criteria, processes, and training developed by the cabinet and the Board of Ordained Ministry. The pastors in local churches shall participate annually in an evaluation with the committee on pastor-parish relations for use in an ongoing effective ministry and for identifying continuing education needs and plans, using criteria, processes, and training developed by the Board of Ordained Ministry and the cabinet.*

Thus, all clergy serving a church appointment must complete an Assessment. Deacons in Extension Ministry will also complete an Assessment with the church that serves as their secondary appointment.

The Assessment process includes both the clergy, Senior Pastor (if applicable), and the whole Staff/Pastor-Parish Relations Committee (S/PPRC).

### **Benefits of an honest assessment**

We know that carrying out an effective assessment is difficult work. It's hard to know what to say sometimes. It's uncomfortable both giving praise and talking about the concerns. But what we know to be true is that if we aren't offering an honest assessment of the work of the clergy, we are wasting our time. Our hope is that this tool will give you a framework to be able to have honest and fruitful conversation.

We believe that honest assessment can affirm a clergy's gifts. Celebrate those gifts!

We also believe that honest assessment helps point out areas of growth which then allows the clergy to focus on continuing education opportunities that will help resource these areas. As leaders, the best thing we can do for ourselves is understand our weaknesses or growing edges so that we can learn how to improve or compensate for them in our ministry.

However, the point is not that the clergy must be great at everything. Remember how Aaron and Hur came alongside Moses to support and assist him when he grew weak. The laity of the church are also available to come alongside clergy to be strong where the clergy may be weak. It takes all of us to get this Kingdom work done!

### **Goals of Assessment Process**

The Assessment process has 3 goals:

1. First and foremost, this instrument is another way to help clergy and churches to focus on the mission and purpose of the church. We believe that clergy and the church are two important tools which God uses to continue Christ's mission in the world.

2. A second goal of the Assessment Process is to assess clergy on how they are leading the church in fulfilling the mission. Notice it's not just how they are leading the church, generally. Rather, the focus is on their strengths and areas of growth in leading the church to fulfill the Biblical mission of making disciples of Jesus Christ and thereby transforming lives and communities.
  
3. Finally, the most important part of the assessment process is the discussion between the clergy and S/PPRC. So our 3<sup>rd</sup> goal is that you will focus your time and energy on this meeting and then summarize that discussion in the Discussion Guide. The other assessment tools are meant to be a springboard to launch that discussion. For both clergy and S/PPRCs, it's the conversation about how the pastor is and can grow in leading the church in fulfilling the mission that is the most meaningful part of this process.

**How to access assessment documents**

You will find the assessments on the [www.wnccadmin.org](http://www.wnccadmin.org) website under the Documents tab which you will see on the main page.

This year, the assessments have been converted to fillable and savable pdf documents.

You will need to open these documents, save them to your computer, open the saved file, complete them, save them **again (!)**, and then email them to the district office. (Be sure to first save them to your computer and then open the saved file to complete the assessment. That will prevent data which you enter from being lost.)

**Process**

Below is a chart which details which documents you need to complete for a clergy in a particular status. (Note that if you press Ctrl and click on the documents listed in the chart, it will open the form.)

Elder/ Associate Member/ Local Pastor	Elder/ Associate Member/ Local Pastor serving on Church Staff	Deacon	Deacon Secondary Appointment
<a href="#">Ministry Assessment by Clergy</a>	<a href="#">Ministry Assessment by Clergy</a>	<a href="#">Ministry Assessment by Clergy</a>	<a href="#">Clergy, Senior Pastor, S/PPRC Discussion Guide (Secondary Appointment)</a>
<a href="#">Ministry Assessment by S/PPRC</a>	<a href="#">Ministry Assessment by Senior Pastor</a>	<a href="#">Ministry Assessment by Senior Pastor</a>	<i>(To be discussed by the deacon and senior pastor and then completed by the S/PPRC with the deacon and senior pastor present)</i>
<a href="#">Clergy and S/PPRC Discussion Guide</a>	<a href="#">Clergy and Senior Pastor Discussion Guide</a> <i>(To be completed by the senior pastor and church staff member. It should then be reviewed with the SPRC with the church staff member present and signed by the SPRC chair)</i>	<a href="#">Ministry Assessment by S/PPRC</a>	
		<a href="#">Clergy, Senior Pastor, and S/PPRC Discussion Guide</a> <i>(To be completed by the deacon, senior pastor and S/PPRC together.)</i>	

**\*\* For clergy in their first year of an appointment, please see the chart below regarding which questions to complete.**

In a nutshell:

- There is the ministry assessment that the clergy completes for themselves. Be honest and self-reflective.
- During this same time period, the S/PPRC will complete their assessment of the clergy.
- Afterwards, the clergy and S/PPRC come together to review each other's responses and together, they complete the Discussion Guide. Take the time to process all of the responses so that the assessment reflects the work of both church and clergy regarding the mission of the church.
- **Where there is an associate or assistant pastor** (an elder, provisional elder, associate member or local pastor serving on the church staff), he/she completes the self-assessment and the senior pastor will complete an assessment for each clergy staff member. The senior pastor and the associate or assistant will meet together to complete the discussion guide. This discussion guide will then be shared and discussed with the SPRC. The associate or assistant pastor is to be present at this meeting.
- **Regarding multi-point charges:** Because each local church has different needs, it's important to talk about church and clergy goals specific to each congregation. Thus, while the clergy only needs to complete one self-assessment, separate PPRC assessments and discussion guides should be completed with each church if at all possible. At the very least, please complete a distinct discussion guide for each local congregation.
- **Deacons who are on staff as associates** will use the Deacon assessment. The senior pastor and the SPRC will each complete an assessment of the deacon. Notice, there is a difference in the role of the SPRC if the associate pastor is a deacon; the SPRC is also expected to assess the deacon. The intent of this additional assessment is to strengthen the understanding of the role of the deacon by church. Again, these documents are meant to facilitate the conversation between the deacon, senior pastor and the SPRC as they complete the discussion guide.
- We are aware that **Deacons who are in Extension Ministries** will complete an evaluation or assessment at their primary appointment. However, due to the unique role of a deacon with a secondary appointment, we want there to be conversation between the deacon, the senior pastor, and the SPRC. Again, for our purposes, deacons in a secondary appointment will not complete a clergy self-assessment, but the SPRC and senior pastor will use the discussion guide to review how the deacon is connected to the congregation. Again, our intent is that the church will grow in their understanding of the ministry of the deacon.

### Deadline

Assessments will be available online beginning the last week in August. Again, you can locate them on the [www.wnccadmin.org](http://www.wnccadmin.org) website under the Documents section. (Remember to open the assessment, save it to your computer, open the saved document, complete it, save it again, and email it to your district office.) The process is to be completed by **November 30**, giving you 3 months to work on this. What this means is that by **November 30**, everyone will have completed the assessments, met together to complete the Discussion Guide, completed the Discussion Guide, and emailed all documents to the district office. **It would be very helpful if the pastor or the S/PPRC chair would gather the set of completed PDF files and email them to the district office at the same time, indicating in the subject of the email the name of the clergy and the church for whom these assessment are being submitted.**

### **Clergy in Their First Year of an Appointment**

If the clergy is new in the appointment, please use this chart as a way to determine which questions should be completed for each assessment. In the discussion, you are encouraged to focus on the mission of the church and the goal-setting. Again, it's the discussion of how the clergy can lead the church in fulfilling the mission that is most important.

	Ministry Assessment by Clergy	Ministry Assessment by S/PPRC	Ministry Assessment by Senior Pastor	Discussion Guide
<b>Elder, Associate Member, Local Pastor</b>	Clergy: #1, 4	Congregational: #1, 2 Clergy: #1		Entire Document
<b>Elder, Associate Member, Local Pastor on Church Staff</b>	Clergy: #1, 4		Clergy: #1	Entire Document
<b>Deacon</b>	Clergy: #1, 2, 5	Congregational: #1, 2 Clergy: #1	Clergy: #1, 2	Entire Document
<b>Deacon in Secondary Appointments</b>				Entire Document

### **Best Practices**

- No clergy is perfect. No clergy is absolutely gift-less. Be honest about strengths. Be honest about places of weakness or growth needs. The role of the S/PPRC is to help the clergy be the most faithful and effective leader that he/she can be.
- **It is not acceptable to have a blank discussion guide or to have one word answers.** Again, the discussion between clergy and S/PPRC is what is most important! Please take notes that reflect the conversation and include those along with your goals on the discussion guide.
- Do not ask the congregation to vote on the clergy. We are not congregationalists.
- **Do not submit this instrument to the whole congregation to complete.** Feel free to put feelers out and seek input from others. However, it is finally the responsibility of the S/PPRC to complete the Assessment.
- **The S/PPRC should complete their portion BEFORE they meet with the clergy. And the clergy should complete their portion before they see the S/PPRC or senior pastor responses.** The chair may want to distribute blank copies to members of the S/PPRC so that they will be prepared for the discussion, but one S/PPRC assessment should be completed to share with the clergy - not one from each individual S/PPRC member. Do it collectively as a team. Each of the forms as well as the process chart can be printed from the **Documents** section of the [www.wnccadmin.org](http://www.wnccadmin.org) website.
- Don't let the clergy do most of the heavy lifting and then agree with what he/she puts down. Come prepared to share observations.

- Sometimes, the secondary appointment of the deacon is on paper only...this wasn't what was initially intended. We hope that each deacon is in ministry, somehow, at their secondary appointment. It is our desire to support the role of the deacon through this assessment process. As our district superintendents read the completed discussion guides, they will also grow in their understanding of the ministry of the deacon. It's a win-win.

We give thanks for those of you serving on the Staff/Pastor-Parish Relations Committee especially as you go about this important aspect of your responsibilities.

Please know that the Cabinet and Board of Ordained Ministry holds you in our prayers as you enter into this process. We hope that you will be able to have honest sharing so that the church will be strengthened and the mission accomplished.

If you have any questions, please do not hesitate to ask either your pastor or your district office and we will be glad to provide further assistance.