



## **Ministry Priorities Worksheet**

### **Directions for Use**

While it is our hope that each church will design the flow of this process to best suit its needs, we are presenting some general guidelines, which we hope will facilitate the use of this process.

**Evaluation Schedule** This process should initially be done within the first three months of an appointment, and should be done with each clergy appointed (senior minister, associate minister(s), deacon(s)). At this stage the clergy and S/PR Committee will work through the prioritization stage. There will be no evaluation; however it could be appropriate to do some covenant work if any potential problems are encountered during prioritization.

It is important to work through this process early in the appointment. If the clergy and the Committee have worked through the prioritization of tasks the process of building a healthy relationship is facilitated. This process should be repeated either when a new clergy is appointed or when there is a change in the priorities of the church.

**Assigning Priorities** When the clergy and the congregants are working in tandem the Kingdom is advanced. This process of priority setting is intended to assist that relationship.

### **Assigning Priorities**

There are many ways to assign priorities to the concerns of ministry. We are going to ask you to prioritize according to categories of importance. It is important to do this in light of your particular setting. The nature of your church, the availability of support staff or the particular gifts of your clergy could affect the prioritization.

#### **There are three categories of prioritization:**

**A Priorities:** These are the tasks of ministry that are most important in the particular church setting. They must be accomplished in a regular and timely manner. Failure to accomplish these tasks would create an immediate concern within the life of the church.

**B Priorities:** These concerns are important to the life of the church but may not need the immediate response of category A. It is important that the clergy be involved and active in these ministries but their accomplishment does not have as immediate or profound an impact as category A. Concerns from category A. will take priority over these concerns.

**C Priorities:** These are concerns of ministry, which can be meaningful in the life of the church. Due to the nature of your church (or possibly because of staffing) it should be recognized that your clergy may not be able to devote as much time to these tasks. This does not mean that these concerns are of no importance, nor does it mean they are never worked on. It is simply to recognize that in this setting, the concerns in valued as C will have a lesser priority, and will not be worked on at the sacrifice of priorities A & B.

Remember – you are prioritizing out of the uniqueness of your own setting. The question is not whether a concern or task is important to ministry; the question is whether that concern, in the setting of this unique church is important to the pastor being evaluated.

**EXAMPLE:** In a church with two appointed clergy it would be possible that one clergy carries the bulk of the preaching load, while the other carries most of the responsibilities for visitation. Preaching might be priority A for the first and B or even C for the second. Visitation would be A for the second and B or C for the first.

## The Concerns in Which We Minister

*The list below is in alphabetical order and should not create any pre-determined priority! It is up to each individual to determine the priority.*

1. **Administration** - Preparation, planning, and attending church meetings. Correspondence, reports, finances and building issues. Staff supervision and other administrative matters.
2. **Availability** - Being present through regular office hours, presenting an attitude of willingness to listen and be present for peoples needs.
3. **Beyond the Local Church** - Planning and involvement on District and Conference Committees, Boards or Task Groups. Serving on community, ecumenical and interfaith associations. Participating with conference camps, annual conference, etc.
4. **Counseling** - Personal, private, confidential counseling with individuals, couples, families or groups in need of such ministries.
5. **Evangelism** - Demonstrates an awareness of the importance of evangelism as central to faithful discipleship. The pastor is involved in creating ministries of evangelism with the church.
6. **Leadership** - Demonstrates leadership skills and is involved in training leaders within the church community. Has an understanding, and expresses responsibly, the authority of the clerical office, and also understands and respects the authority of laity.
7. **Ministry in Church Community** - Actual involvement in planning and participating in the program areas of ministry, such as youth, missions, education, children, families, bible studies, etc. These are the areas of ministry in the church that deepen our sense of spirituality, discipleship and community.
8. **Personal Study and Spiritual Formation** - Individual or group study, prayer and meditation, time apart, continuing education and personal renewal, to deepen understanding and personal faith.

9. **Sabbath and Rest** - Regular weekly time off for personal rest, relaxation and Sabbath. Vacation time, family time and breaks after intense periods of programming or clergy care.
10. **Teaching** - Preparing for and actually teaching classes for various age groups within the church. This could include bible study, church membership, confirmation, study groups, etc.
11. **Team Building** - Effective in working with and supervising staff so there is evidence of teamwork with the staff. The clergy recruits and equips effective leaders and builds effective team ministries within the laity.
12. **Vision Building** - To create, interpret and cast a vision for the church as the community plans for the future. To equip the church for ministry, evangelism and growth.
13. **Visitation - This** includes the visitation of those hospitalized, shut-ins, new members and the general visitation of church members. Within this category rank the types of visitations, as you understand their importance to this church setting.  
**Hospital** \_\_\_\_\_ **Shut-in** \_\_\_\_\_ **New Member** \_\_\_\_\_ **General Member** \_\_\_\_\_
14. **Worship: Preparation and Participation** - This includes sermon preparation, planning, developing, coordinating and participating in weekly and seasonal services. Are the sacraments celebrated in a timely and appropriate manner? This would also include special need services such as funerals, weddings, healing services, etc.

## Prioritization Worksheet

### Clergy to complete

	Priority of Importance Rate as A, B, or C	What % of time do you spend on this?	Comments
Administration			
Availability			
Beyond the Local Church			
Counseling			
Evangelism			
Leadership			
Ministry in Church Community			
Personal Study and Spiritual Formation			
Sabbath and Rest			
Teaching			
Team Building			
Vision Building			
Visitation			
Worship: Preparation and Participation			

**Prioritization Worksheet**  
**Lay Members of SPRC to complete together**

	Priority of Importance Rate as A, B, or C	Comments
Administration		
Availability		
Beyond the Local Church		
Counseling		
Evangelism		
Leadership		
Ministry in Church Community		
Personal Study and Spiritual Formation		
Sabbath and Rest		
Teaching		
Team Building		
Vision Building		
Visitation		
Worship: Preparation and Participation		

## Prioritization Worksheet Recap

### Combination of Pastor's Priority Rankings and SPRC Priority Rankings

	Clergy's Rankings (List A, B, or C)	SPRC Rankings (List A, B, or C)	Comments
Administration			
Availability			
Beyond the Local Church			
Counseling			
Evangelism			
Leadership			
Ministry in Church Community			
Personal Study and Spiritual Formation			
Sabbath and Rest			
Teaching			
Team Building			
Vision Building			
Visitation			
Worship: Preparation and Participation			

## Prioritization

### Consensus Building

Now that the members of the Committee and the clergy have completed this list of prioritization, it is time to build a consensus. You may begin by listing the categories in which there is agreement. Where there is agreement on an **A** priority it is not necessary to spend a lot of time discussing. Where there is disagreement, the discussion will be important.

There will be many questions to ask. Is the clergy spending too much/too little time at a task or did members of the Committee simply have no idea how much time a given task consumes? What about the issue of fulfillment? What is implied for the health and happiness of your clergy if he/she is spending the majority of the work on a task that is neither important nor fulfilling but is simply time consuming?

Take the time needed to discuss these issues. Your task is to arrive at a consensus concerning the priority of ministerial concerns. We recognize that special needs during the year, or during a crisis would change the priority at the same time, whether we define them or not, priorities are being assigned to ministerial tasks each and every day. We are attempting to assure we are working from a common ground of expectations.

**Special note: You need to use all the priority categories: A, B, & C. If all tasks are category A, you are being completely unrealistic. Your pastor will fail! There needs to be a combination of A, B, and C priorities.**

Please keep in mind that all relationships are negotiated. Healthy relationships are negotiated out of mutual concern and respect. Relationships that are negotiated out of power will always lead to toxic conditions. When there is disagreement over a priority, it is important to use all the skills of mutual concern in arriving at a conclusion.

## Prioritization of Ministry

### Consensus Building between Clergy and SRPC

Name of Task	Consensus Priority A, B, or C
Administration	
Availability	
Beyond the Local Church	
Counseling	
Evangelism	
Leadership	
Ministry in Church Community	
Personal Study and Spiritual Formation	
Sabbath and Rest	
Teaching	
Team Building	
Vision Building	
Visitation	
Worship: Preparation and Participation	

Copy of this worksheet to be sent to District Superintendent.