

## **Florida Conference of the United Methodist Church Annual Assessment of Ministerial Effectiveness & Goal Setting**

### **Instructions:**

Annually, with the process completed no later than May 30, the Staff Pastor Parish Relations Committee (SPPRC) meets to begin the Annual Assessment and Goal Setting Process for all clergy persons under appointment. This process is meant to be entered into prayerfully and with consideration for the ministry of the clergy person over the last year. The results of this Assessment and Goal Setting tool can be used for guiding the ministry of the clergy person and the congregation over the course of the coming year. **The evaluation process may be completed any time between January and May. SPR Committees, in consultation with their pastors and/or their District Superintendents, may elect to complete the review well before the May 30 deadline,**

1. Each SPPRC member shall receive a copy of these instructions along with a copy of the “SPPRC Assessment of Ministerial Effectiveness & Goal Setting” document for each clergy person. Each committee member shall be given ample time to fill out an individual assessment based on their experience with each clergy person, in advance of the SPPRC meeting, where the results of the individual Assessments are to be compiled.
2. The clergy person is to be given ample time to fill out the “Clergy Self-Assessment & Goal Setting” document before meeting with the SPPRC to discuss the results.
3. The chair of the SPPRC will collect the members' evaluations and complete the excel spreadsheet recording each member's score on the nine assessment factors, noting those items that differ substantially from the average. The Committee should take seriously its representation of individual points of view, as well as the priorities of the entire congregation.
4. While the clergy person is entitled to remain in the room, it might be helpful for the clergy person to voluntarily excuse themselves from the discussion while the committee prepares its cumulative report for presentation to and dialogue with the clergy person. If the clergy person chooses to excuse themselves from the discussion, the Staff/Pastor Parish Relations Committee will report to the clergy person a summary of what was discussed prior to the joint dialogue between the SPRC and the clergy person related to the annual evaluation and the setting of goals for the year ahead.
5. Soon after the Assessments of each SPPRC member have been compiled, the SPPRC will meet with the clergy person to discuss the compiled results, as well as the clergy person’s Self Assessment. Together, the SPPRC and the clergy person will prepare the “**Joint Dialogue**” document for Assessment and Goal Setting for the year to come.
6. At the conclusion of this process, **the Clergy Self Assessment, the SPPRC Compiled Assessment (Excel sheet and summarized comments), and the Joint Dialogue will be sent to the District office by the May 30 deadline.**