

# Instructions for the Annual Assessment of Ministry Personnel Effectiveness & Goal Setting

## Note:

In the new national UCC pastoral relations framework which came into effect January 2019, there is no mandatory requirement to conduct annual assessments of ministry personnel. However, Shining Waters Regional Council encourages annual assessments as a means of discussing the pastoral relationship, providing feedback to the minister, and allowing the minister to provide feedback to the M&P committee. An annual assessment can be a valuable tool for a healthy pastoral relationship, and for helping to align the work of the minister with the goals of the congregation.

The tools for annual assessment provided here are optional. You may have your own annual assessment tool. Feel free to use the one provided here, or another one.

The results of the annual assessment are for your own internal use only. **Please do not send these results to the Regional Council or anywhere else. They are confidential documents.**

## Terminology:

**Ministry Personnel:** a general term that refers to members of the order of ministry (ordained ministers and diaconal ministers), designated lay ministers, candidates serving under appointment, diaconal supply and ordained supply. Ministry Personnel serve in paid accountable ministry in the United Church and in other ministries.

**Community of Faith (CoF):** a generic term for congregations, pastoral charges, missions, and outreach ministries. **Governing Body:** the presbytery approved body which exercises governance within a Community of Faith. It is the local court of the church. The common models for the Governing Body are the Church Board, Church Council, and the Stewards/Session/Official Board model.

**Ministry and Personnel Committee:** a required committee in every congregation and pastoral charge. Resources for M&P committees are available from the UCC website:

<https://www.united-church.ca/leadership/supporting-ministry/ministry-and-personnel-committee-resources>

## **Guidelines for this process:**

Annual assessments are encouraged for all ministry personnel who are in a call, or are in multiyear appointments (e.g., DLM appointments, or appointments that have been renewed for more than one year). An assessment is not necessary for ministers who are in a short term appointment for one year or less. Each year, Ministry and Personnel Committees meet to carry out the annual assessment and goal setting process for ministry personnel serving their pastoral charge. The primary purpose of this assessment process is to nurture healthy pastoral relationships.

This assessment tool will help an M&P committee and ministry personnel to have a conversation together, and come forward with agreed upon goals that will nurture growth in the pastoral relationship. This process is meant to be entered into prayerfully and with consideration for the ministry

of the ministry personnel over the last year. The results of this assessment and goal setting are to be tools for guiding the ministry of the ministry personnel and CoF over the course of the coming year. While it is appropriate to offer constructive feedback for areas of improvement, the assessment process should not be used to gather information in order to end a pastoral relationship. If the M&P Committee is aware of significant performance issues, they should consult their Pastoral Relations Minister for advice on how to proceed.

In the case of a CoF with more than 1 ministry personnel, the process is conducted separately with each ministry personnel. This assessment tool is not used with staff who are not ministry personnel. However a process of performance review and goal setting should be done with all staff.

Each M&P committee member should receive a copy of these instructions along with the "[M&P Committee Assessment of Ministerial Effectiveness & Goal Setting](#)" document. For each of 8 categories, there are a series of statements to help focus discernment and discussion. It is not intended that all 8 categories should be covered or that every statement should be considered in any particular year. Rather, you are encouraged to focus the evaluation on the areas which have been identified as goals in the previous year's evaluation.

The Position Description of the ministry personnel identifies those areas of ministry to be emphasized. The statements listed below each category heading are suggestions only to help the M&P committee and the minister to reflect on his/her work in that category. It is not required that you use them all, or use these specific ones. You are encouraged to write a short narrative that relates to your own specific context. Please do not simply circle or check some of the statements without providing an assessment in your own words.

The M&P Committee will likely not have all the information necessary to do a comprehensive and thorough evaluation. The committee should feel free to seek out information from others (committee chairs or members, governing body chair or members, other church leaders) in order to gather the information necessary to complete the evaluation. The ministry personnel may also suggest names of persons able to comment on his/her performance in specific areas. The final decision regarding who to consult with for input rests with the M&P Committee, but the names of those contributing to the assessment are to be shared with the ministry personnel.

The input received by the M&P Committee should be summarized and synthesized in the report, with no quotes or specific attributions made. The M&P Committee may decide to fill out individual evaluations and then combine them into a comprehensive evaluation prior to the meeting with the ministry personnel, or may do a single evaluation as a group.

The ministry personnel is to be given ample time to fill out the "[Ministry Personnel Self-Assessment & Goal Setting](#)" document before meeting with the M&P committee to discuss the results and set ongoing goals. Soon after the assessments have been compiled, the M&P committee will meet with the ministry personnel to discuss their assessment as well as the ministry personnel's self-assessment. Together, the M&P committee and ministry personnel will prepare the "[Joint Dialogue](#)" document for assessment and goal setting for the year to come.