## West Virginia Conference of the United Methodist Church

## Annual Evaluation for Pastors and PPRC/SPRCs

## Introduction

A pastoral evaluation is done by the Staff/pastor-parish relations committee (S/PPRC) with the pastor. It is designed to assist the pastor and congregation as they grow in their ability to make disciples of Jesus Christ for the transformation of the world together. Our United Methodist Book of Discipline requires an evaluation to be done annually.1 The pastor and S/PPRC should share the evaluation process through dialogue and prayer. The areas for evaluation are based on the pastor’s call to lead the congregation, framed through word, sacrament, order, and service.2

## Faithful Spiritual Leadership

The mission of the West Virginia Conference is to *discover, develop, and deploy passionate spiritual leaders who make disciples of Jesus Christ for the transformation of the world*. The *West Virginia Conference Leadership Standards* clarify a set of common values which guide our spiritual leaders and congregations in fulfilling our mission.

You can find the conference leadership standards and a standards checklist here:

<https://www.wvumc.org/spiritual-leaders/>

## Instructions

The S/PPRC and pastor are to consider and complete responses separately before coming together to share and complete the third section on each page.

1. The staff/pastor-parish relations committee offers reflections, affirmations, and examples of your pastor's effectiveness in each of the areas: *Worship & Means of Grace, Congregational Vitality, and Discipleship.* Individual responses should be confidential, with only a total committee response shared.
2. The pastor offers reflections about her/his effectiveness for each item of each area.
3. The S/PPRC and the pastor then come together to discuss their answers and look for ways that the pastor's and congregation's ministry may be strengthened.
4. The S/PPRC and the pastor then review the areas to be strengthened, prioritize them, and offer action steps that state measurable goals.

**Please complete the form and return it to the District Office by May 31.**

*Make a copy for use by the staff/ pastor-parish relations committee and pastor. The signature page MUST be signed and dated by the S/PPRC Chair and the Pastor and returned with the evaluation.*

1 Discipline, see ¶¶ 258.2g, 334.2c, 419.

2 Discipline, see ¶340.1-2 on relation of ordained and licensed to this framework.

**CHARGE PASTOR**

# WORSHIP & MEANS OF GRACE

Over the past year how has the pastor:

* + Proclaimed the good news of Jesus Christ through preaching, leading in worship, teaching, and leadership?
	+ Taught and equipped the congregation to make use of the means of God’s grace, so that they might continue to grow as disciples of Christ (study of scripture, prayer, fasting, worship, learning with other Christians)?

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| S/PPRC, share reflections and affirmations, with examples:  |
| Pastor, offer your reflections:  |
| Together identify ways to strengthen the pastor’s and congregation’s ministry in this area:  |

# CONGREGATIONAL VITALITY

Over the past year how has the pastor:

* Promoted and engaged new and ongoing conference goals: New Places New People, Lighthouse Congregations (Connectional Strength), Class Meetings. <https://www.wvumc.org/news/2024/01/bishop-shares-2024-goals-for-the-west-virginia-conference/>
* Encouraged, educated and celebrated connectional life by being an advocate in our apportionment giving?

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| S/PPRC, share reflections and affirmations, with examples:  |
| Pastor, offer your reflections:  |
| Together identify ways to strengthen the pastor’s and congregation’s ministry in this area:  |

# DISCIPLESHIP

Over the past year how has the pastor:

* Intentionally prioritized professions of faith and baptisms in congregation(s) and community?
* Empowered the members of your church to mentor new disciples?

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| S/PPRC, share reflections and affirmations, with examples:  |
| Pastor, offer your reflections:  |
| Together identify ways to strengthen the pastor’s and congregation’s ministry in this area.  |

# PERSONAL DEVELOPMENT

(To be completed in conversation with the pastor)

Over the past year how has the pastor:

* Kept a weekly pattern of Sabbath? How has the SPRC encouraged the pastor to keep a weekly Sabbath?
* Shown evidence of personal faith growth? Please share examples.
* Participated in district and conference functions? How does your pastor share information from our conference and district?
* Engaged in mutual accountability with colleagues?
* Completed continuing education for the past year?

(*4 CEUs or 40 hours required every two years (10 hours equals 1 CEU); if Local Pastor, list Course of Study classes taken this year. See attached Continuing Formation Form)*

* Date pastor completed the required ministerial ethics training which was due May 31, 2023.

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| ***Action Steps for the Coming Year*** |
| Please review the ways the pastor's and congregation's ministry will be strengthened (reported above). Prioritize them and list your plans below. State measurable outcomes. Plan to review the priorities and action steps at least quarterly at your staff/pastor-parish relations committee meetings. |
| Priority 1:  | Measurable Action Steps  |
| Priority 2:  | Measurable Action Steps  |
| Priority 3:  | Measurable Action Steps  |
| How do the priorities and action steps above help you to fulfill the mission and vision of your church? |
| **Who are the emerging leaders you are discovering and developing in your congregation?** |

## Signature Page

Staff/Pastor-Parish Relations Chair Date

Pastor Date

District Superintendent Date

Charge

Please list members present for this meeting: