

# **DIRECTIONS FOR DEACON PERFORMANCE REVIEW**

*For the Deacon/Staff Parish Relations Committee*

## **PURPOSE:**

To engage in a focused conversation on the clergyperson's performance in a particular Charge/congregation setting.

## **ASSUMPTIONS:**

1. This new review believes the clergy-congregation relationship is like a marriage. The nature of the relationship is only enhanced with respectful conversation. To use an 'Olympic style' numeric-value rating system of the clergyperson's performance seldom improves the relationship and often harms it.
2. Clergy are more effective when working from strength and not from weakness. The better the Committee and the Pastor understand the strengths of the clergyperson increases the likelihood of building a fruitful ministry together.
3. How the Deacon and the S/PPR Committee respectfully engage each other in conversation is required in being the Body of Christ to the community. Even when agreement is not possible, let there be respect!
4. Plan for enough meetings to complete the Performance Review, as well as advising the Bishop on the future of the appointment and recommending the clergyperson's Compensation for the next year.

## **DIRECTIONS FOR THE CHAIRPERSON:**

BEFORE THE MEETING: Please give THIS REVIEW and last year's COVENANT to each committee member before the meeting so that the committee members will have time to review the form, make notations and engage actively in the discussion.

- A. PASTORAL STRENGTHS. At the meeting ask each person to share what s/he sees as the clergyperson's number one strength. The process of the remaining order is left up the Chairperson of the Committee as s/he understands the committee's will.
- B. FUNCTIONS OF MINISTRY. As you begin the dialogue with your clergyperson, you can use the questions included in these directions below to facilitate how the clergyperson has influenced the ministry of the church. By the end of the discussion all the areas need to be addressed. To meet expectations does not mean perfection. It means that over the course of the year, expectations were met or exceeded. We all realize that each of us can have a 'bad day.' If your clergyperson is meeting or exceeding your expectation in that area, please check the box.

If the expectations are not being met on a consistent basis, please check the **Unmet** box. Then develop a plan to meet those ministry expectations. (That plan may need to be developed at another time and submitted to the District Superintendent.)

- C. IMPROVING EFFECTIVENESS: Each clergyperson has an area or two where help would improve the effectiveness of the pastoral ministry, even when the clergyperson is meeting or exceeding expectations. Although there is room for two areas to be worked on, the committee and pastor may want to focus on only one area. To make an improvement, most people can only focus on one area.
- D. NARRATIVE: The Chairperson, or a designated person, will receive input from the committee and write a narrative on the Deacon's performance over the past year (or part-of-year) that focuses on strengths, accomplishments, milestones and areas for pastoral development. Then the Committee will edit (if necessary) and approve.
- E. SIGNATURES by those who participated in the Performance Review

### **AFTER THE PERFORMANCE REVIEW**

1. S/PPR Committee will fill out the Appointment Advisory Form as part of the consultation process with the Bishop
2. Recommend next year's Clergy Compensation & Other Benefits to the Charge Conference after consultation with the Committee on Finance.
3. Submit by **November 1<sup>st</sup>** to the District Office the following documents:
  - a. Deacon's Performance Review
  - b. Advisory Form to the Bishop
  - c. 2020 Pastor's Compensation and Other Benefits
  - d. 2019 Church Profile