



*We recruit and equip transformational leaders to make disciples and grow vital congregations to transform the world*

## Clergy Appraisal

Appraisals are a healthy and natural way for pastors to receive the congregation's feedback. The following appraisal is to be completed at least once a year by the SPRC. If you would like assistance in completing the appraisal, email the Bishop's Office at [nmulligan@gnjumc.org](mailto:nmulligan@gnjumc.org). A vitality guide/ consultant will be assigned to work with your SPRC to complete the appraisal. The appraisal is to be completed by the SPRC and then submitted online by a member of the SPRC by May 15. Pastors are not to be present during the completion of the appraisal. If the pastor or SPRC has a concern about this, please contact the Bishop's Office at [nmulligan@gnjumc.org](mailto:nmulligan@gnjumc.org).

### Steps:

1. Print copies of the pdf version of the appraisal for all members of SPRC.
2. Each member of the SPRC completes the appraisal independently.
3. SPRC gathers to review the appraisals and develop a composite appraisal.
4. Two to three members of the SPRC are to meet with the pastor to share the completed appraisal.
5. SPRC chair inputs the appraisal into the online web form [click here](#).

Articles and videos to assist in conducting the appraisal will be continually added to the website. It will include things like, *how to achieve agreement when the SPRC members don't all agree about a particular assessment, how should the SPRC address concerns about the pastor's leadership, what to do if SPRC members do not have enough information about an area of the evaluation*. You may find responses to these and many other questions [here](#).

GNJ's mission is to make disciples and grow vital congregations to transform the world. This requires pastors to give clear vision and direction and focused attention and action to lead the church in the five markers of vitality:

1. Inspire disciples through worship
2. Involve disciples in small group ministry to connect, learn and grow
3. Engage disciples in community hands on mission
4. Inspire disciples to give generously, especially to mission
5. Make new disciples (people who join the church through a profession of faith)

Throughout the survey it refers to congregational vitality and the five markers of vitality. Use the above paragraph as a reference point for congregational vitality and the five markers of vitality.

The appraisal will shape the future vitality and ministry of the congregation and assist your pastor's development as a leader. Engaging in the survey and conversation prayerfully and honestly allows for the best results for your pastor, the congregation and the mission.

If your church is on a charge with one or more other congregations, the pastor and staff parish chair (s) together are to determine if the congregations should work together to complete one appraisal or if it is more appropriate for individual appraisals.

If your pastor is in his/her first year of service there is another appraisal designed for a pastor's first year of service in a congregation. Request this appraisal from Nicola Mulligan at [nmulligan@gnjumc.org](mailto:nmulligan@gnjumc.org). Associate pastors are to be appraised using this form and is conducted by the lead pastor in consultation with the SPRC.



Clergy Appraisal Date:

Name and zip code of the church:

Name and email address of the pastor:

Name and email address of the SPRC chairperson:

### **Section I – Characteristics and qualities of pastoral leadership**

Section 1 gives feedback about the growth opportunities that will enhance the pastor's leadership. It is not measuring performance. Below the term *Not Yet* means there is important growth needed in this area to better serve the congregation. Select the phrase that best represents your assessment. A "Not Yet" may be a new term for you. It means that we believe that everyone has the capacity to improve and indicates that a leader may not be meeting expectations but with a desire to improve and support, the individual can improve in an area.

Please note: Some questions on the appraisal ask for you to assess several qualities of the pastor at once. You should consider each question holistically. Think of it like baking a cake. You may have good ingredients and your mother's favorite recipe, but unless you bake it at the right temperature, it will be a "not yet."

#### **Attitude**

Check the areas the pastor demonstrates consistently.

- Inspires passion and desire to get involved in others
- Is a learner – open to learning from others, reads and listens to grow understanding and intellect, attends workshops, and takes initiative to grow his/her ministry skills to benefit the ministry of the congregation and community ministry
- Keeps confidences when private information is shared
- Is an encourager of people and ministries
- Perseveres through difficult challenges and situations
- Demonstrates humility and healthy confidence
- Accepts and treats all people the same regardless of race, gender, class, age, education, culture, and faithful member or non-member
- Demonstrates a servant's heart
- Has a joyful and hopeful spirit
- Is authentic, transparent and genuine with people and in written and oral communication

The pastor has a great attitude toward the ministry, congregation and community.

- Strongly agree
- Agree
- Not yet

#### **Health**

Check the areas the pastor demonstrates consistently.

- Has deep and abiding faith that is witnessed in ministry and personal life
- Balances personal, family and ministry time
- Models faith through personal piety and service to others
- Expresses emotions appropriately and is sensitive to how others feel
- Is a positive witness to good health and takes care of her/himself

The pastor demonstrates spiritual, emotional and physical health for leadership in the church.

- Strongly agree
- Agree
- Not yet



### Care

Check the areas the pastor demonstrates consistently.

- Listens to others and seeks to understand before trying to be understood
- Is emotionally healthy – has a pleasant attitude, connects well with people in the congregation and community, engages appropriately in difficult conversations
- Has self-awareness – understands how she/he comes across to others and is sensitive to what others think and feel

The pastor demonstrates a caring spirit and is aware of others needs and feelings.

- Strongly agree
- Agree
- Not yet

### Strategic Thinking

Check the areas the pastor demonstrates consistently.

- Thinks strategically
- Plans ahead and identifies the necessary steps for ministries
- Takes complex concepts and makes them understandable
- Understands the people in the community and thinks about how to effectively serve the community and help the congregation develop strategies to reach new believers and serve the needs of the community
- Knows and understands the state of the church's finances, worship attendance, and progress toward congregational vitality

The pastor plans, organizes and carries out ministry to grow disciples, the mission and the Congregation

- Strongly agree
- Agree
- Not yet

### Time Management

Check the areas the pastor demonstrates consistently.

- Spends time wisely
- Reports and arrives on time to meetings and gatherings
- Comes prepared to meetings and activities

The pastor uses time efficiently and punctual and prepared for church meetings and activities.

- Strongly agree
- Agree
- Not yet

### Section 2 – *Evaluating the 5 areas of effective pastoral leadership*

Section 2 is designed to evaluate the identified skills and vocational competencies of pastoral leadership. Select the response that best represents your assessment.



### 1. Trust

Check the areas the pastor demonstrates consistently.

- Follows through with commitments
- Is consistent in treating people fairly and honestly
- Is reliable – on time, faithful, and consistent
- Places trust in parishioners and their abilities

The pastor builds and grows trust within the congregation and between him/herself and the members and as well as with the people in the community

- Strongly agree
- Agree
- Not yet

### 2. Disagreement and Conflict

Check the areas the pastor demonstrates consistently.

- Listens to others and respects the ideas of others
- Helps people to listen to each other so people feel heard
- Helps people to engage in meaningful conversation rather than ignoring or dodging difficult issues
- Is quick to get help dealing with conflict, particularly when the conflict is about or involves her/himself
- Addresses issues when they arise

The pastor listens and honors others ideas and concerns, has a non-anxious presence in the midst of conflict, and leads individuals and the congregation to resolve conflict for the good of the mission.

- Strongly agree
- Agree
- Not yet

### 3. Commitment

Check the areas the pastor demonstrates consistently.

- Is on time for meetings and church functions and has reports and ministry materials in on time
- Is attentive and focused during conversations and meetings
- Has an enthusiastic spirit for the ministries of the church and activities within the community
- Is faithful and follows through with tasks and assignments
- Inspires the congregation to deeper commitment with preaching, writing and teaching
- Articulates vision and ideas so that people understand and want to follow

The pastor demonstrates and communicates commitment to the congregation, the community and The United Methodist Church.

- Strongly agree
- Agree
- Not yet

### 4. Responsibility



Check the areas the pastor demonstrates consistently.

- Casts a relevant vision and communicates clearly the direction of the church
- Plans with the congregation and leads a vital and balanced ministry of worship, small groups, mission, stewardship, pastoral care, and discipleship
- Keeps the congregation informed about the congregation's progress toward its mission
- Is well prepared for worship and meetings
- Leads the congregation to successfully meet its challenges
- Builds bridges within the congregation, between the congregation and the community, with other United Methodist Churches, and with other ecumenical and faith partners
- Promotes a healthy relationship with and understanding of the denomination and the conference

The pastor takes responsibility when challenges arise, initiates solutions, and is consistently prepared for worship, meetings and church activities.

- Strongly agree
- Agree
- Not yet

## 5. Results

Check the areas the pastor demonstrates consistently.

- Establishes goals at the beginning of each year and shares the goals with the SPRC
- Achieves the goals.  
Many pastors are using S.M.A.R.T. Goals. SMART goals can be understood by googling SMART goals and reading articles about them. SMART stands for Specific, Measurable, Attainable, Relevant to your ministry, Time specific
- Leads the church to deepen faith and better understand the Bible, the church and the community mission field around the church
- Organizes leaders and parishioners to accomplish ministry and tasks
- Inspires people in worship and meetings and increases their commitment to God and the church
- Leads the church to invite and welcome visitors/guests
- Grows worship attendance
- Leads to increase the number of new disciples and participation in small groups and hands-on community mission
- Leads to increase financial giving

The pastor is leading so that the congregation is growing worship, its ministries and giving.

- Strongly agree
- Agree
- Not yet

## Overall Assessment

The pastor is leading the congregation well and is meeting the congregation's expectations

- Strongly agree
- Agree
- Not yet



### Written Assessment

- What gifts, achievements and strengths do you identify in your pastor's leadership?
  
- What 1-2 areas do you want your pastor to further develop and grow? How will this help your pastor be a better leader?

### Section 3 - Assessing Section 2 of the Appraisal

Which of the three responses below best identifies the committee's responses. Follow the instructions for the section you select.

- \_\_\_ The SPRC agrees the pastor is leading well.  
Identify 2-3 specific competencies (referencing the letters and numbers in the appraisal) in which you would like the pastor to continue to grow and develop. After meeting with the pastor, the SPRC chairperson is to complete the appraisal form on line and retain a copy with the SPRC files.
- \_\_\_ The SPRC agrees the pastor is leading well in most areas of leadership.  
The SPRC is to identify and clarify with the pastor expectations for specific competencies that the SPRC would like to further develop, using the Clergy Development Plan. Addressing these concerns immediately will prevent these areas from impacting the pastor's overall leadership.
- \_\_\_ The SPRC has concerns about the pastor's leadership and/or relationship with the congregation.  
The SPRC chairperson is to complete the appraisal form and contact Nicola Mulligan [numulligan@gnjumc.org](mailto:numulligan@gnjumc.org). You will receive specific information and support in setting benchmarks, a development plan, and a quarterly appraisal.

Clergy who would like to share their own reflections on the appraisal should send an email to the SPRC chair with a copy to Nicola Mulligan [nmulligan@gnjumc.org](mailto:nmulligan@gnjumc.org).

### Pastor's Plan

If a pastor chooses not to use the GNJ Clergy Development Plan, the following is a framework for following up with the appraisal.

#### Qualities and Characteristics of a Pastoral Leader

What three qualities and characteristics will you further develop? What will you do and by when to further develop them? How will you know if you are meeting the SPRC's expectations? Who will you be accountable for this work?

#### Five Vocational Competencies of Effective Pastoral Leadership

What will you work on from the areas of pastoral leadership? What will be your development goals? What learning experiences will you participate in? How will you know if you are meeting the SPRC's expectations? Who will hold you accountable for this work?

