



# UNITED METHODISTS

OF EASTERN PENNSYLVANIA  
& GREATER NEW JERSEY

## Quarterly Check-In Report

The Pastor and SPRC Chairperson will each complete and submit a separate Quarterly Check-In Report at the end of each quarter to your Regional Administrator for the first 6 months of the new appointment.

Report Completed by: (Check one) \_\_\_\_\_ Pastor \_\_\_\_\_ SPRC

Church Name: \_\_\_\_\_

Pastor Name: \_\_\_\_\_

SPRC Name: \_\_\_\_\_

Place the number that appropriately corresponds with your view.

Rate each area below as follows: (1) Strongly Agree, (2) Agree, (3) Disagree, or (4) Strongly Disagree

EVALUATION AREA	9/30/25	12/30/25	3/30/26	6/30/26	9/30/26	12/30/26
<b>UNDERSTANDING &amp; RELATIONSHIP BUILDING</b>						
A sufficient number of introductory small group meetings have been held with laity.						
The Pastor has conducted one to one meetings with key church leaders.						
The Pastor is connecting well with the congregation(s).						
<b>EXPECTATIONS</b>						
Fruitful conversations with SPRC and Church Council have been held about expectations.						
The Pastor understands the expectations of the congregation.						
The Pastor is meeting the church's expectations.						
Initial six month objectives were set and are being worked on or are completed.						

EVALUATION AREA	9/30/25	12/30/25	3/30/26	6/30/26	9/30/26	12/30/26
12 month congregational goals have been set for the upcoming calendar year.						
Progress is being made on the 12 month goals.						
12 month goals are appropriate for moving the church towards vitality.						
Quarterly evaluations have been completed in a timely manner.						
<b>FRUITFULNESS</b>						
Worship attendance is growing.						
We are seeing more visitors.						
More people are attending small group and Bible studies.						
More people are engaged in community ministry.						
Giving has increased.						
<b>COMMENTS: Please enter below, including date.</b>						

On rare occasions, a SPRC may seek a pastoral change because of fit and effectiveness in the current appointment. This may become apparent during the quarterly reports. When concerns arise during the yearly appraisal, an improvement plan with benchmarks is to be developed by the SPRC and pastor and reviewed monthly. Contact Sean Lee at the Bishop's office at [slee@epagnj.org](mailto:slee@epagnj.org) for questions, support in the process, and steps to be taken. A minimum of 3 reviews without sufficient progress is required before any pastoral change will be considered because of fit and ineffectiveness.