

Virginia Conference Evaluation of Appointment for Clergy

Process for **Evaluation of the Appointment** in preparation for January Preference Forms (itinerating clergy) or Appointment Request Form (non-itinerating deacons):

NOTE: Because the following schedule takes place over a period of time when an incoming class joins the P-SPRC and an outgoing class leaves, it is recommended that churches ask the incoming class to attend the first meeting in November or December. If the P-SPRC desires, the outgoing class may attend the January meeting and have voice; however, *only* the incoming class can vote and sign the final preference determination. If there are any questions, please consult the District Superintendent.

1. The Pastor-Staff Parish Committee meets in late November or December to define:
(See attached resources to assist in the following discussion.)
 - a. Discuss the ministry of your church using the following questions:
 - i. What are the priorities for mission and ministry of our church?
 - ii. What are our church/charge's three greatest strengths? (be specific)
 - iii. In what area(s) does our church/charge need to develop strength? (be specific)
 - b. What are the current or anticipated needs for clergy leadership in this Congregation?
 - i. (Committee might list all roles or tasks of clergy – and rank them in order of importance for the mission/vision of the congregation)
 - c. What are the gifts and skills of clergy that are needed in the life of this congregation now?
2. At that meeting or at the January meeting, the Pastor-Staff Parish Committee would discuss:
 - a. What gifts and skills does the appointed clergy possess that are needed most in this church at the present time?
 - b. How does the appointed clergy effectively meet the defined needs for clergy leadership in the life of this congregation?
3. At the January meeting, the appointed Clergy would respond to these questions:
 - a. What are the needs for clergy leadership in this congregation at this time?
 - b. What are my gifts and skills that are needed most in this congregation at this time?
 - c. Do I want to be engaged in meeting the defined needs of this congregation in the coming year?
 - d. What are the areas of growth that are needed within myself that would help the church fulfill its mission and ministry?
 - e. Am I willing to continue to develop these skills for the coming year in serving this congregation?
4. Preference forms would be submitted to the Superintendent with written summaries of these discussions.

Resources that need to be attached:

- Copy of the duties of the pastor as defined in ¶331, *2000 Book of Discipline*
- A list of possible roles and tasks of pastor and other clergy (associate pastor, deacon). Note that the *Discipline* requires a written job description for the associate pastor and other staff members. See ¶258,2f(5).
- Include the mission of the church as defined by the *Discipline* and the vision of the VA Conference.
- Copy of the Standards for Clergy Leadership in the VA Conference.