



# Northern Illinois Conference

OF THE UNITED METHODIST CHURCH

## Ministry Review Instructions 2019

The Ministry Review form is used for the yearly evaluation of clergy by the SPRC and reviewed at their annual supervisory meeting with their District Superintendent. The intent of this form is that it be used by SPRC as they listen to the congregation's input on the clergy person's ministry throughout the year. This process will also help the clergy and the church in developing and achieving common goals of ministry.

To use this Ministry Review:

1. Download the worksheets from the conference website at: **[www.umcnic.org/ClergyLifeForms](http://www.umcnic.org/ClergyLifeForms)**. Distribute these worksheets to all the members of SPRC and the clergy and have a conversation clarifying the definitions and the congregation's expectations of each quality.
2. The SPRC completes the Ministry Review, using the shared understanding of the qualities. SPRC members are asked to come to consensus in evaluating the clergy's current ministry, determining if the clergy meets, does not meet, or exceeds the congregation's expectations. In some cases, you may not agree as a committee on the expectation or evaluation - this is OK as it may lead to deeper conversation and better clarification of what the expectations will be in the future, thus helping to have better understanding and clearer accountability. *Senior Pastors, as supervisor, should always have a voice in the evaluation of an associate or staff person and should be part of the SPRC dialogue when the questionnaire is completed for these persons.*
3. The clergy completes his/her Ministry Review form separately.
4. After completing separate Ministry Review Forms, the SPRC and the clergy meet together to review. Conversations should arise where there are notable differences in the evaluation. These conversations should help bring clarity to expectations as well as begin to help define goals for the coming year in ministry.
5. During this meeting, the SPRC and clergy should look at their church's statistics at [UMdata.org](http://UMdata.org) to identify the congregations vital trends.

*Instructions continue on the next page.....*

6. The SPRC and clergy then utilize the Ministry Review and the statistical trends for conversation and planning. Once planning is done, both SPRC and the clergy should complete the final summary report together.
7. Once all the worksheets are completed, the SPRC chair shall enter the SPRC review and the Summary page online at **[www.umcnic.org/ClergyLifeForms](http://www.umcnic.org/ClergyLifeForms)**. Likewise, the clergy will enter his/her Ministry Review online found at **[www.umcnic.org/ClergyLifeForms](http://www.umcnic.org/ClergyLifeForms)**. All reports will be automatically directed to the District Superintendent through the respective Regional Administrator.
8. ***The deadline to have everything completed is May 31, 2019.***