

Another Set of Eyes

Relationship Strengthening and Feedback Tool

Date of Report: _____

Clergy Name: _____ Charge: _____

Person(s) filling this out: _____

Overview:

Relationships are everything. The purpose of this tool is to strengthen the relationship between Staff/Pastor Parish Relations Committee members and clergy to help clergy identify ways that they can change to grow and improve their ministry. The United Methodist congregations of Iowa are invited to help develop a process of accountability and support that is Spirit led, focused, integrated and adaptable. This tool is offered as a resource. You may modify this tool as you deem necessary to serve the mission of your congregation(s). Please identify any changes you have made and the rationale for making those changes. A signed composite copy of pages 1-5 of this tool are to be turned in to your District Office by **May 1st**.

Feedback is most effective when it is **specific, recent** and **hopeful**. It is also more effective to give a higher ratio of positive comments to negative ones. All comments should be attributed to their maker. Anonymous feedback doesn't support healthy relationships marked by truth and love. Examples and specific feedback should be given to explain a perspective.

While this form is completed annually, the identified goals should be a guide for ongoing feedback and support throughout the year. If you have any questions, please contact your District Office.

Instructions for SPRC and Clergy Person:

1. Schedule an initial meeting to distribute and review this form, to clarify what are the clergy person's "current year goals" to be considered at page 5 of the form and, as appropriate, to review available resources about offering feedback.
2. Every member of the committee and the clergy person are asked to complete this form. Allow enough time for completing the form prior to the next meeting.
3. Meet and discuss the results with the whole committee and the clergy person. The "Questions to Help the Discussion" are offered as suggestions for fruitful conversation and do not all need to be addressed. At the conclusion of the meeting, agree upon the personal goals for the clergy person for the coming year.
4. Create a composite copy of this form that includes feedback from SPRC members and comments from the clergy person.
5. Give signed copies to the clergy person, SPRC, and the District Office.

Please remember, this is a tool to use to give honest feedback to promote growth in our lives. It will open the lines of communication, strengthen relationships and help us to look at ourselves through another set of eyes. This basic format can be adapted to any position by substituting the elements of the specific job description into the "Contribution to the Mission: Job Responsibilities" section.

Relationship with God

You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength. –Mark 12.30

This section is to be filled out BY EACH PARTICIPANT ABOUT HIS OR HER OWN RELATIONSHIP WITH GOD.
The focus IN THE MEETING will be the clergy person's reflections on these questions.

Significant Changes Needed	Minor Changes Needed	Meets Expectations
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Heart and Soul:

- Prayer
- Spending time in Scripture
- Spiritual practices (fasting, journaling, etc.)
- Taking Sabbath time
- Tithing and financial stability

Mind:

- Continuing education
- Reading, study and reflection
- Mental health/stress management

Strength:

- Exercise
- Diet
- Rest

Share a story of how your relationship with God has affected your life. How do you feel God may want you to improve in any area?

Relationships with Other People

You shall love your neighbor as yourself. –Mark 12.31b

This section should be completed regarding THE CLERGY PERSON'S EFFECTIVENESS in the areas listed below.

	Significant Changes Needed	Minor Changes Needed	Meets Expectations	Exceeds Expectations	Not Applicable or Not Known
Adequate time with family					
Quality time with friends					
Makes time for colleagues					
Listening skills					
Welcomes feedback					
Mentors others					
Uplifting effect on others					
Managing conflict					
Effective connection with diverse groups of people					
Effective connection with different age groups:					
Children (0- grade school)					
Youth (middle & high school)					
Young Adults (age-18-35)					
Adults (36-65)					
Senior Adults (over 65)					

Relationships with Other People- Please give explanations for why you marked these items as you did. Specific examples are most helpful.

Contribution to the Mission: Job Responsibilities

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, ¹² to equip the saints for the work of ministry, for building up the body of Christ, ¹³ until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

--Ephesians 4.11-13

This section should be completed regarding THE CLERGY PERSON'S EFFECTIVENESS in the areas listed below.

	Significant Changes Needed to be Fruitful	Minor Changes Needed to be more Fruitful	Meets Expectations	Exceeds Expectations	Not Applicable or Not Known
Leadership					
Vision for the future					
Preaching					
Worship leadership					
Pastoral care					
Teaching					
Recruiting & equipping lay people					
Community visibility and involvement outside the church					
Missions and social justice					
Staff/volunteer management					
Administration					
Communication					

Contribution to the Mission: Job Responsibilities - Please give explanations for why you marked these items as you did. Specific examples are most helpful.

Goals

List the personal goals agreed upon for the clergy person for this past year and progress made on each.

List personal goals for the clergy person for the coming year that reflect the changes that we feel God may be wanting to bring for his or her improvement. These goals should also connect to the church's annual goals to bring about positive change.

How can the SPRC/group support the clergy person in making these changes?

Signatures:

SPRC Chairperson _____ Date: _____

Clergy Person _____ Date: _____

Suggested Questions to Help the Discussion

The relationship is more important than this form and in many ways the conversation is the relationship. This tool is meant to help conversation, not be an end in itself. The hope is for clergy to be able to identify ways that they want to change, grow and improve in the coming year. *Below are suggested questions that can be used to aid the conversation. They do not all have to be asked.* The SPRC members and the clergy person can choose among them as they feel led by the Spirit. These questions are directed to the clergy person, but SPRC members are welcomed into the discussion when their personal observations relate to the question.

Relationship with God (heart, soul, mind and strength):

- Share an insight you have gained from reading the Bible recently.
- What are you hearing from God?
- How have you been struggling with God?
- How are you growing in faith?
- Have you had an annual physical?
- Are you getting enough sleep at night?
- Do you take at least one day off every week?
- Have you taken your allowed vacation and renewal time (including a four-week renewal leave every four years)?
- What outside hobbies or interests do you pursue?
- Are you satisfied with the balance between your professional and personal life?

Relationship with Others:

- Are you able to say “no” when that is called for?
- Do you readily ask for help?
- Do you help people grow in faith? Can you name one or more persons that you have brought to faith this year? Whom are you mentoring to become a stronger disciple of Jesus Christ?
- What spiritual mentor or guide is helping you become a stronger disciple of Jesus Christ?

Contribution to the Mission/job responsibilities:

- In preaching and teaching, how do you help people connect the Bible to everyday life?
- How are you discerning God’s vision for the future of the congregation, and helping that vision become reality?
- Have you encouraged the implementation of a program for faith development that guides people in various stages into “the next step” of faith?
- Are you making time to get outside the church building and do ministry in your community that is sensitive to your context?
- How are you equipping the laity to be the church?
- In what ways are you living out the covenant to be in connection with other clergy in the Iowa Annual Conference of the United Methodist Church? (i.e., clergy gatherings, a covenant group, collaboration in shared ministries, district and/or conference committees)

Summary questions:

- What did you learn from the conversation?
- What will you do now with what you learned?
- What do you feel called to change?
- With whom will you share these goals to help you be accountable for working on them?

Additional Resources for Providing Meaningful Feedback

Theological Foundations for Evaluation:

http://www.churchleadership.com/pdfs/pastorevaluation/SPRC-Theological_Foundations_for_Evaluation.pdf

Types of Evaluation:

http://www.churchleadership.com/pdfs/pastorevaluation/SPRC-Types_of_Evaluation.pdf

Giving and Receiving Feedback:

http://www.churchleadership.com/pdfs/pastorevaluation/SPRC-Giving_and_Receiving_Feedback.pdf

Effective and Ineffective Staff-Parish Relations Committees:

http://www.churchleadership.com/pdfs/pastorevaluation/SPRC-Effective_and_%20Ineffective.pdf