

# **REVIEW OF STAFF AND CONGREGATIONAL MINISTRY**

## **INTRODUCTION**

We recognize that effective ministry is the result of an interaction between the pastor and the congregation, and that it's always important to stay in touch with shared goals and expectations.

The following document is provided as a means to review the mutual ministry of the pastor(s), staff, and the congregation.

The goals of the review are:

- a. To identify and affirm the accomplishments, faithfulness and competencies of the congregation, the staff, and the pastors.
- b. To help congregations sharpen personal goals and to define areas of needed or desired professional, spiritual, and personal growth.
- c. To help laity and pastors clarify expectations of one another and to improve the effectiveness of their shared ministries.

## **PART I - SELECTION OF THE REVIEW FEEDBACK GROUP**

A Review Feedback Group is assembled from members of the congregation/ministry. The group is assembled and completes the review process in the following steps:

- a. The pastors/staffers pick a pool of church members eligible to serve as reviewers for this year's ministry of this church. At least 25 to 50 people are chosen for their involvement and participation in the life of the congregation. No reviewer should serve more than one time in 5 years of reviews. Reviewers are active in some activity of the congregation as well as regular worship. Reviewers may be involved in any capacity.
- b. The pool of reviewers is given to a mutual ministry committee/staff support committee who choose 8-12 persons to serve on the Review Feedback Group. These people are contacted and agree to serve in the review process.
- c. The Review Feedback Group, the pastor(s), and the paid staffers are convened at a specific meeting by the church council representative. They fill out the Church Ministry Survey (Addendum B) privately, without discussion, and give it to the council representative as they leave the meeting. All the confidential surveys are marked and returned at the meeting unsigned.
- d. The anonymous surveys are combined and averaged into a summary report.
- e. The Review Feedback Group, including the pastor(s) and paid staffers, meet a second time to share the summary results of the survey. After discussion when consensus is reached on the content of the summary report, the group is dismissed with gratitude.
- f. The summary report is shared with the church council. The review process should never be conducted during the budgeting process of a congregation/ministry, nor should it be part of the process used to set church staff salaries. Reviews should be conducted at a different time of the year from budgeting processes, and then the reports may be considered as part of the material gathered to form goals and budgets for a ministry.

## PART II - CHURCH MINISTRY SURVEY

A means for constructing a profile of the qualitative distinctiveness of your church

Please rank the following nine dimensions of church ministry according to the importance you believe is currently placed upon each dimension in your church. Each dimension probably exists to some degree within the life of your congregation. However, you are to rank each dimension in terms of its relative importance to the other dimensions. Each of the ranking numbers will be assigned to one dimension.

Please read all nine descriptions first. Then return and rank each description by drawing on your perceptions, experiences, and observations. Rank each dimension according to the following scale:

1 ----- 9  
Of least importance Of greatest importance

**WORSHIP**    scale value \_\_\_\_\_

Praising God for all of God's love, power, care, and presence displayed in the world is a special emphasis in the church. The adoration of God for who God is, for what God has done, and for what God promises to do in the future is talked about and celebrated in both corporate worship and individual lives. Glorifying God extends beyond the sanctuary to the classrooms, the committee meetings, and every aspect of programming.

**MISSION**    scale value \_\_\_\_\_

The church has a special commitment to foster a humane environment. It continually strives to create a capacity for caring, compassion, and empathy to all people, especially those outside the church membership. The church readily responds both emotionally and financially to the needs of others, whether they arise in the community or across the world.

**EDUCATION**    scale value \_\_\_\_\_

The church has a strong commitment to increase the knowledge and understanding of God. Developing a theology, recognizing the continuing revelation of God, comprehending scripture, and becoming familiar with doctrine, are all emphasized in the church.

**SPIRITUALITY**    scale value \_\_\_\_\_

The church has a special commitment to personal involvement with God. It stresses the need for a relationship with God and makes available opportunities for each person to expand a personal relationship with God in a variety of ways. The work of the Holy Spirit, prayer groups, and the need to live without sin in our everyday lives-these are all central to the life of the church.

**ECUMENISM**    scale value \_\_\_\_\_

The church displays a major commitment to working with churches of other backgrounds, denominations, and faiths. This commitment is evidenced through work projects, personal contacts,

respect of differences, and desires to expand involvement and understanding of other churches. The church sets an example of Christian unity.

**EVANGELISM** scale value \_\_\_\_

Every member of the congregation is committed to reaching the unchurched. The need for sharing the gospel is emphasized in all phases of programming. The members of the church are eager to share the gospel with strangers and friends and to send resources to witness to peoples in all parts of the world.

**MINISTRY OF MEMBERS** scale value \_\_\_\_

The church has a major commitment to gather and use resources in an efficient and effective manner. Members are actively involved in committing their finances, spiritual gifts, natural abilities, and time toward the direction of God's leading. The church is also a competent trustee of its building and property.

**STEWARDSHIP** scale value \_\_\_\_

The church displays a sincere commitment to gather and use resources in an efficient and effective manner. Members are actively involved in committing their finances, spiritual gifts, natural abilities, and time toward the direction of God's leading. The church is also a competent trustee of its building and property.

**TRADITION** scale value \_\_\_\_

The church has a special commitment to the importance of its heritage in interpreting the issues that arise within the church and society. The church is committed to an understanding of its religious, biblical, denominational, and community roots and to preserving and transmitting this heritage. The church is also committed toward understanding today's issues that will become tomorrow's heritage. To do this it remains informed of current ELCA, community, world, and religious issues.

**Opinions and Suggestions:**

1. What dimension could this congregation improve?
2. What strength in the congregation could help it improve?
3. What strength does the pastor have in this dimension?
4. How could the pastor help the congregation improve in this dimension?
5. How could church staff help the congregation improve in this dimension?
6. How could church members help to improve in this dimension?