

D. 4. PASTORAL REVIEW FORM

(Western District Conference, Mennonite Church USA)

Instructions to the congregational pastoral review committee

- The following form is one of several recommended by the Leadership Commission and Conference Minister of the Western District Conference for use in our congregations.
- Permission is given to edit this form, keeping in mind that it should retain the general spirit, tone, and content as originally conceived. In particular the five questions on page 4 may be adapted to the unique context of your congregation.
- You will notice that several items are in *italics* and/or (...); you will need to edit these to your own situation using the proper names, dates, etc. You will also need to determine whether or not unsigned forms will be included in your tabulation.
- This document uses Microsoft WORD. Pages are separated by a page break, which means adding additional lines will add additional pages between pages.
- The committee may wish to number the forms prior to distribution. Place the same number on both pages 1 and 3 of each questionnaire.
- Consistency and accuracy are very important in the tabulation process. Before beginning the tabulation you may wish to divide into groups based upon gender, and then sub-divide by either length of membership or age groups. Or you may wish to use software that speeds data entry and produces several helpful reports that is available at www.manygifts.org/pastoralreview.
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PASTORAL REVIEW FORM

(Western District, Mennonite Church USA)

The purpose of this Pastoral Review Form is to elicit feedback concerning twelve key quality indicators of the pastor's relationship to our congregation. Included are indicators concerning personal character and qualities of the pastor, how the pastor fills the role or office of ministry, and the competence by which the pastor carries out the major pastoral tasks or functions. These three areas are identified by the letters – **P** - Person, **O** - Office, and **T**- Task.

The Pastor Congregation Relations Committee follows a regular schedule of formal pastoral reviews inviting feedback from the entire congregation every three years. This is pastor's *(first three year review)*, and it is done with an eye toward a *(second three year term)* serving as Pastor of our congregation. Shorter and more informal reviews are conducted annually for all staff members.

The goal of every pastoral review is to encourage personal and professional growth by our pastoral staff. This is one way of offering our affirmation of things the pastor does well. But it is also a way of communicating concerns and identifying areas of potential growth. We invite your honest responses.

It is the counsel of the Western District Conference that congregations will benefit by having an outside consultant work with the review process. (*Name?*) is working as the consultant with our pastoral review committee. *S/he* will be writing a summary of the findings, and will also be a part of the reporting to the Pastor and the Church Board.

Instructions: Read the "Quality Indicator," then mark the "Performance Rating" which best characterizes how you perceive the pastor in relationship to that factor. Note that "No Information" is a valid response to indicate that you do not have a basis for making a judgment in that matter.

Written responses form a more subjective but important source of information. On the next page, you will find five questions that are your opportunity to offer counsel and wisdom. We invite your considered and thoughtful responses.

Finally, complete the few items of information about yourself at the bottom of that page.

Signature*: _____

* Signing helps us to be accountable for what we say; it also enables the review committee to respond with a request for additional information if that might be helpful. During the tabulation this page will be detached from the review form in order to maintain confidentiality. (*Only signed forms will be included in the tabulation of the data.*) The person being reviewed will not see or read individual responses.

(Name of congregational committee and names of the persons on the committee)

No. _____

	QUALITY INDICATOR	PERFORMANCE RATING:
1. P	ATTITUDE – Does (<i>full name</i>) demonstrate a positive, congenial, and hopeful spirit? Does <i>s/he</i> act with both needed decisiveness and flexibility to respond as appropriate in ministry opportunities?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
2. O	ACCESSIBILITY – Is (<i>name</i>) available and accessible during regularly scheduled times? Does <i>s/he</i> respond appropriately to special needs and emergencies?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
3. T	COMPETENCE – Does (<i>name</i>) demonstrate the skills necessary to serve effectively in a leadership position? Is there sufficient energy available to both take initiative as a self-starter and also to see even difficult projects through to completion?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
4. P	INTEGRITY-TRUST-AUTHENTICITY – Does (<i>name</i>) inspire trust and confidence? Is <i>s/he</i> perceived as sincere, honest, and open as a Christian and as a human being?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
5. O	PASTORAL ROLE – Are you proud of your pastor? Is (<i>name</i>) seen by you and the congregation as one who approaches your image of what a pastor should be and should represent?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
6. T	ADMINISTRATIVE MINISTRIES – Does (<i>name</i>) reliably lead, coordinate, and accurately communicate the programs and activities of the congregation?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
7. P	PERCEPTION – Does (<i>name</i>) perceive accurately the needs and expectations of the congregation as well as those of individual members? Is <i>s/he</i> in touch with the realities of the world as experienced by members of the congregation?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
8. O	VISION – Does (<i>name</i>) appropriately lead the congregation with energy and vision for continuing growth and development as we move toward becoming a missional church? Is there sufficient insight that is joined with the ability to analyze situations and systems accurately so as to enhance ministry?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
9. T	PUBLIC MINISTRIES – Does (<i>name</i>) preaching, worship leadership, and teaching meet the congregation's expectations by challenging you to growth in understanding and commitment as Christians and specifically as a Mennonite Christian?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
10. P	THEOLOGY – Do you view (<i>name</i>) beliefs about the Bible, about Christian theology, and about the Anabaptist-Mennonite faith heritage as representing the commitments of our congregation and/or our denomination?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
11. O	PARTNERSHIP – Are your contributions to the church valued by (<i>name</i>)? Does <i>s/he</i> work with the congregation as a partner with a sense of commitment to common goals?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information
12. T	PASTORAL CARE MINISTRIES – Does (<i>name</i>) nurture personal and spiritual relationships with you and other members of the congregation, especially in times of personal need or crisis?	5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never 0 – No Information

PLEASE ANSWER THE FOLLOWING QUESTIONS AS A PART OF THIS REVIEW.

1. In what ways have you seen growth in *(name)* ministry and leadership of our congregation during the last several years? What are your strongest affirmations?

2. In what areas do you desire to see continuing growth in *(name)* ministry and leadership in our congregation?

3. What are the present factors in the life of this congregation which either strengthen and/or weaken effective ministerial leadership?

4. Other comments. This is your opportunity to make statements of support, affirmation, or concerns growing out of your experience and participation in our congregation.

5. Would you support a recommendation to call Pastor *(full name)* to another three year term, extending *her/his* ministry in this congregation from *(date to date)*? *(Note: A formal vote of the congregation will follow at a later date.)*

Personal information:

1. I have been a member of this congregation: ___0-10 years, ___11-20 years, ___21-30 years, ___31 or more years, ___Attend but not a member.
2. My present age is: ___up to 19, ___20-34, ___35-49, ___50-64, ___65-79, ___80 and above.
3. Gender: ___F, ___M.

No. ____