

Rostered Minister Review

The annual review is blessing to both rostered minister and congregation. It is a time to look back over the year and take stock of things, as well as a time to look ahead. It provides a place to affirm the minister's gifts. It also provides an opportunity for the minister to get honest feedback on any problems, before they become crises. Reviews are confidential. A record should be kept in the minister's personnel file.

The minister reviews other staff, perhaps with a member of the congregation's council, mutual ministry team, or the personnel committee, if there is one. The minister is supervised by the congregational council, so it is appropriate for the president to do the review, along with one other member of the council, mutual ministry team, or personnel committee. The review should take place at least once a year at the end of the year. The review should happen after all the other staff have been reviewed.

This questionnaire should be filled out in writing by the minister and all participating in the review prior to the review. Copies for everyone should be brought to the review. Set aside 90 minutes.

The review is a conversation about the mission, ministry, and vision of the congregation, and their role in leading it. Every five years or so, it would be good to do a more extensive "360" that surveys 20+ randomly selected congregational members about their performance. They may need to initiate this process, if it is not already in place. Review with joy. Feedback is the breakfast of champions.

Date of review:

Minister being reviewed:

Persons reviewing:

Minister's start date:

1. What plans are in place for the minister's sabbatical after seven years of service and every five years thereafter?
2. Has the minister reviewed the people they supervise?
3. Review together the job description. The minister should provide copies of the job description for all participants. Are these accountabilities being done? What needs work?

4. How did the year go, in general? Greatest joys, greatest challenges...
5. List your goals and objectives from last year's review year. Were they met?
6. List goals for the coming year. Make them SMART: specific, measurable, achievable, relevant, time-bound.
7. What continuing education will be done this year?
8. Review salary, vacation, and benefits for last year and this year.
9. Additional comments:
10. Signatures of participants:

Minister 360

Every five years or so, it is a good practice to do a more extensive "360" that surveys 20+ randomly selected congregational members about the ministers' performance. Select all or some of the questions below (from the Constitution for ELCA Congregations, Rostered Minister Profiles, and other sources) to create a form on paper or the web (i.e. Survey Monkey). The responses should be collected by the executive committee, mutual ministry team, or personnel committee. Results are confidential. They are collated then shared with the minister confidentially. A record is kept in the minister's personnel file. It is important to remember; no minister is excellent at everything.

Date:

Minister being reviewed:

Person reviewing:

Please rate the minister's performance in the following areas on a scale of 1-4: 1=poor, 2=fair, 3=good, 4=excellent. If you don't know, or if an area is not applicable, please leave it blank. The last question allows for comments.

1. Preaching of the Word.
2. Administration of the sacraments.
3. Leadership of public worship.
4. Pastoral care and visitation, or oversight thereof in larger congregations.
5. Speaking publicly to the world in solidarity with the poor and oppressed, calling for justice, and proclaiming God's love for the world.
6. Teaching adults.
7. Teaching Confirmation, or oversight thereof.
8. Conduct of weddings.
9. Conduct of funerals.
10. Supervision of all schools and organizations of this congregation.
11. Installation and working with Council members.
12. Administration of discipline along with the Council.
13. Evangelism/mission: Extending the kingdom of God in the community, in the nation, and abroad.

14. Seeking out and encouraging qualified persons to prepare for the ministry of the Gospel.
15. Imparting knowledge of this church and its wider ministry through distribution of its periodicals and other publications.
16. Endeavoring to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the TX-LA Gulf Coast Synod.
17. Stewardship: Fostering generosity in the congregation as a spiritual practice.
18. Leadership.
19. Administration and organization.
20. Strategic mission planning.
21. Oversight of staff.
22. Working with volunteers.
23. Innovation/Creativity.
24. Children's Ministry.
25. Youth Ministry.
26. Recruiting and equipping leaders.
27. Community organizing.
28. Spiritual formation.
29. Music/worship/the arts.
30. Interpreting theology.

Average score of the above areas:

Strongest areas:

Weakest areas:

Additional comments: