



**THE UNITED CHURCH OF CANADA
L'ÉGLISE UNIE DU CANADA
TORONTO CONFERENCE**



Instructions for the Annual Assessment of Ministry Personnel Effectiveness & Goal Setting

Terminology:

Ministry Personnel: a general term that refers to members of the order of ministry (ordained ministers and diaconal ministers), designated lay ministers, candidates serving under appointment, diaconal supply and ordained supply. Ministry Personnel serve in paid accountable ministry in the United Church and in other ministries.

Community of Faith (CoF): a generic term for congregations, pastoral charges, missions, and outreach ministries.

Governing Body: the presbytery approved body which exercises governance within a Community of Faith. It is the local court of the church. The common models for the Governing Body are the Church Board, Church Council, and the Stewards/Session/Official Board model.

Ministry and Personnel Committee: a required committee in every congregation and pastoral charge. Its responsibilities are defined in *The Manual 2016*, B.7.8.5. The *Ministry and Personnel (M&P) Committee Guidelines* is available as a download from The United Church of Canada website.
(http://www.united-church.ca/sites/default/files/handbook_ministry-personnel-committee.pdf)

Instructions:

The annual assessment should be carried out for all ministry personnel who are in a call, or are in multiyear appointments (e.g., DLM appointments, or appointments that have been renewed for more than one year). The assessment does not need to be done for ministers who are in a short term appointment for one year or less.

Each year, Ministry and Personnel Committees meet to carry out the annual assessment and goal setting process for ministry personnel serving their pastoral charge. The primary purpose of this assessment process is to nurture healthy pastoral relationships. This assessment tool will help an M&P committee and ministry personnel to have a conversation together, and come forward with agreed upon goals that will nurture growth in the pastoral relationship. This process is meant to be entered into prayerfully and with consideration for the ministry of the ministry personnel over the last year. The results of this assessment and goal setting are to be tools for guiding the ministry of the ministry personnel and CoF over the course of the coming year.

While it is appropriate to offer constructive feedback for areas of improvement, the assessment process is not to be used to gather information in order to end a pastoral relationship. If the M&P Committee is aware of significant performance issues, they should consult their Conference Personnel Minister for advice on how to proceed.

In the case of a CoF with more than 1 ministry personnel, the process is conducted separately with each ministry personnel. This assessment tool is not used with staff who are not ministry personnel. However a process of performance review and goal setting should be done with all staff.

1. Each M&P committee member shall receive a copy of these instructions along with the “M&P Committee Assessment of Ministerial Effectiveness & Goal Setting” document. For each of 8 categories, there are a series of statements to help focus discernment and discussion. It is not intended that all 8 categories should be covered or that every statement should be considered in any particular year. Rather, you are encouraged to focus the evaluation on the areas which have been identified as goals in the previous year’s evaluation.

The categories correspond to those used in the Community of Faith’s annual [Ministry Articulation Profile](#). These priorities of the CoF may also suggest areas for evaluation. Finally the Position Description of the ministry personnel identifies those areas of ministry to be emphasized. Where there is no evaluation from a previous year, you should focus on categories from the annual Ministry Articulation Profile (TC 425 MAP) document and the Position Description (TC 425 PD).

The statements listed below each category heading are suggestions only to help the M&P committee and the minister to reflect on his/her work in that category. It is not required that you use them all, or use these specific ones. You are encouraged to write a short narrative that relates to your own specific context. Please do not simply circle or check some of the statements without providing an assessment in your own words.

The M&P Committee will likely not have all the information necessary to do a comprehensive and thorough evaluation. The committee should feel free to seek out information from others (committee chairs or members, governing body chair or members, other church leaders) in order to gather the information necessary to complete the evaluation. The ministry personnel may also suggest names of persons able to comment on his/her performance in specific areas. The final decision regarding who to consult with for input rests with the M&P Committee, but the names of those contributing to the assessment are to be shared with the ministry personnel. The input received by the M&P Committee should be summarized and synthesized in the report, with no quotes or specific attributions made. The M&P Committee may decide to fill out individual evaluations and then combine them into a comprehensive evaluation prior to the meeting with the ministry personnel, or may do a single evaluation as a group.

2. The ministry personnel is to be given ample time to fill out the “Ministry Personnel Self-Assessment & Goal Setting” document before meeting with the M&P committee to discuss the results and set ongoing goals.

3. Soon after the assessments have been compiled, the M&P committee will meet with the ministry personnel to discuss their assessment as well as the ministry personnel’s self-assessment. Together, the M&P committee and ministry personnel will prepare the “Joint Dialogue” document for assessment and goal setting for the year to come. Please note that the goal setting that is done in this assessment exercise is to be done in the context of the congregation’s Ministry Articulation Profile (MAP). You should have a copy of your MAP when meeting with the minister. The congregation’s longer term goals in the MAP form the framework for setting annual goals for the minister, which should contribute to the fulfillment of the MAP goals.

4. The Chair of the M&P Committee will send the ministry personnel self-assessment, M&P committee compiled assessment, and the Joint Dialogue to the Conference Personnel Minister annually by October 31.

You may send the completed assessment by regular mail or by email.

Communities of Faith in Northern Waters and Living Waters Presbyteries, send to:

Conference Personnel Minister
Living Waters Presbytery
59 Line 4 North
Oro-Medonte, ON
L0L 2L0

Email: tmcdonal@united-church.ca

Communities of Faith in South West and Toronto Southeast Presbyteries, send to:

Conference Personnel Minister
Toronto Southeast Presbytery
963 Pharmacy Ave.,
Toronto, ON
M1R 2G5

Email: dhildebrand@united-church.ca

5. The Conference Personnel Minister may add feedback, will report any feedback to the Ministry Personnel and M&P chair, and will file the documents in the ministry personnel's confidential personnel file. They will not be read by anyone other than the Conference Personnel Minister.