

(From A Handbook for Ministry & Personnel Committees - The United Church of Canada)**Annual Review Model**

It is recommended that a structured plan or procedure be established in every Pastoral Charge. The following is a model to assist in conducting an Annual Review. Ministry and Personnel Committees are free to modify it to suit particular situations. You may also wish to develop your own evaluation tool. You should consult with Ministry Personnel and Staff and reach agreement on the evaluation tool to be used.

Because some aspects of ministry are not measurable in traditional ways, the conducting of an Annual Review can sometimes seem like an awesome task; nevertheless, with careful planning the results of a well-conducted review will be beneficial to all who participate.

The model assumes that both the Pastoral Charge and Ministry Personnel and Staff have adopted some basic goals and objectives for the year. Ministry Personnel and Staff goals need to be congruent with those of the Pastoral Charge.

(A) Issues to be reviewed by the Ministry and Personnel Committee with each Ministry Personnel and Staff member

- What progress has been made on the goals and objectives that were set for the year?
- What has helped the process?
- What has hindered the process?
- Which goals and objectives are still valid? What other things still need to be done to accomplish these?
- Do some of the goals and objectives need to be revised, deleted, or new ones added? If so, how?
- What strategies will enable you to attain these goals and objectives? In what ways can we and/or the congregation assist you to reach them?
- In what ways do the Ministry Personnel and Staff keep one another informed of what they are doing? How often are Staff meetings held? Are all Ministry Personnel and Staff members included in these meetings? If not, why not? What factors help or hinder the way in which Ministry Personnel and Staff members work together?
- Do you have any health and safety concerns about the workplace? Do you feel secure in your workplace?
- Do you have the equipment you require to do your job effectively?

(B) Issues, which Ministry Personnel may review with the Ministry and Personnel Committee

- In what ways have I been effective in reaching personal goals and objectives, which we negotiated? What did I do that helped facilitate the Pastoral Charge in reaching its goals and objectives?
- What skills do I need to improve upon or acquire that would make for a more effective ministry?
- Faith discoveries and spiritual growth that have been significant for me during the past year are...
- What is your perception about how I balance the time required to perform my various ministerial duties?
- What is your perception concerning the way in which I balance the time I have for my work and for my personal and private life?
- Describe your perception of how I relate with individuals, families and groups in the Pastoral Charge and the community.
- Ministry involves several specific areas of work including: leading worship, Christian education, preaching, and administering sacraments, outreach and pastoral care.
 - How have I been involved in each of these areas?
 - How has my involvement been received?
 - In what areas do you feel the people would welcome or be open to change? Resist change?
 - Where is special sensitivity required in making change? What areas require special attention to make certain change is initiated?
- Discuss my involvement with Session, Stewards, Official Board/Council, committees, choir, volunteer workers, and others in the church organisation.
- Discuss your perception of my relationship with other members of the Ministry Personnel and Staff.
- How do my actions and attitudes reflect your understanding of the responsibilities, authority, and tasks assigned to each Ministry Personnel and Staff member?
- What feedback is there from the Pastoral Charge in relation to my work? How would you assess its importance? What response, if any, should be made?
- What things would you encourage me to continue doing? Start doing? Stop doing?

(C) Issues that Staff members (other than Ministry Personnel) may review with the Ministry and Personnel Committee

- In what ways have I been effective in fulfilling my Staff responsibilities and in achieving the goals and objectives we negotiated?
- What skills would I need to improve upon or acquire that would help me to be more effective in my work?
- Describe your perception of how I manage my time in relation to my position description.
- Describe your perception of my relationship with other members of the Staff, with members of the Pastoral Charge and with the committees to which I relate in my work.
- During the year I have tried to do the following "special things"...How have these things been received? Recognised? Evaluated? What other feedback is there from the Pastoral Charge relative to my work?
- What things would you encourage me to continue doing? Start doing? Stop doing?
- In what ways have my goals in ministry fulfilled or addressed the goals of the Pastoral Charge?

(D) Issues the Ministry and Personnel Committee may review specifically with Ministry Personnel

- What areas of your work do you find most satisfying?
- What areas of your work do you find most frustrating? How can we work together to alleviate the frustration?
- What is your level of satisfaction with your salary? Housing? Continuing education support? Secretarial help? Other benefits and working conditions?
- In what ways is your position description consistent/inconsistent with your perception of the expectations of the Pastoral Charge?
- What are your priorities for ministry in the coming year? What affect will this have on your ministry with us?
- What is your vision for the Pastoral Charge for the coming year? How does it relate to the Pastoral Charge's goals and plans?
- How could this vision be realized? What skills and resources would be required of the members of the Pastoral Charge?
- In what ways can this Committee be of assistance in supporting you in your ministry with the Pastoral Charge?
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(E) Issues the Ministry and Personnel Committee may review specifically with Staff members other than Ministry Personnel

- What areas of your work do you find most satisfying?
- What areas of your work do you find most frustrating?
- Does your Position Description provide a clear understanding of the Pastoral Charge's expectations of your work? What other expectations does the Pastoral Charge have of you besides those defined in your position description? What additional responsibilities would you welcome? What aspects of your job do you feel should not be your responsibility?
- What is your level of satisfaction with your salary, benefits, working conditions, vacation time and professional development opportunities?
- How does the Pastoral Charge express support for your work?
- In what ways can this Committee be of assistance in supporting you in your ministry with the Pastoral Charge?