



March 15, 2018

Dear Pastor and Staff-Parish Chair:

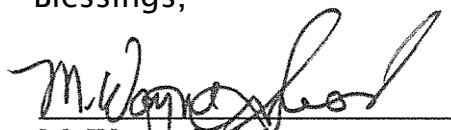
Enclosed is the **Annual Clergy Evaluation** to be completed by the committee on pastor/staff parish relations, sometime in April or May as long as it gets submitted to the district superintendent by **June 1<sup>st</sup>**. During the evaluation pastor(s) and committee have the opportunity to assess their effectiveness in ministry, to set some guidelines and goals with the pastor(s) for use in an ongoing effective ministry and identifying continuing education needs and plans. This will also serve as a reference at the end of the year when it's time to do the Appointment Review, Preference Form.

Please note the instructions on page 2 of the Annual Clergy Evaluation. During the interview you are to complete & **submit Report Form: Summary of Evaluation and Action Plan** (page 5), signed by the clergyperson and the chair of pastor/staff parish relations committee. Along with that, **print and attach** the *statistical history of your congregation* from the **Graphs and Charts** data entry on the Equipping Vital Congregations (EVC) website, the 3<sup>rd</sup> gold bar that says **EVC Entry Data – 5 VitalSigns Graphs w/Chart Data**. Submit both evaluation and Vital Signs Report to the district superintendent **by June 1** annually. [\[Instruction for finding and submitting the specific Graphs & Charts required is included with this letter.\]](#)

To assist with the annual evaluation of your employees and non-appointed clergy, you'll find among the website Forms page *Guidelines for Evaluation for Clergy/Church Staff by the Pastor/Staff Parish Committee* to be used along with the job description.

If you have questions you may call the district office.

Blessings,



M. Wayne Snead  
District Superintendent