



British Columbia Synod
Evangelical Lutheran Church in Canada

**INSTRUMENT FOR THE REVIEW AND PLANNING
OF MINISTRY**

Name of Rostered Minister _____

NOTE TO REVIEWER: The BC Synod recommends that all rostered ministers participate in a review of ministry at least once every five years and to that end, the rostered minister named above is requesting your assessment of his/her competence and effectiveness. Please be candid in your assessment, as this is intended to contribute to the rostered minister's continued professional development. Your feedback may enable the person not only to ascertain the present level of effectiveness, but also to identify areas in which further self-development is needed. This entire review is to be made by you on the basis of your perception of this person. You were chosen because your point of view is valued.

This material will be collated and synthesized by the Mutual Ministry Committee.

RATING: Please use the following scale in rating the rostered minister on each item:

- 0** – Not applicable to this person's ministry.
- X** – Do not feel qualified to assess.
- 1** – Not presently effective in this area.
- 2** – Not presently effective; has adequate potential.
- 3** – Effective, but room for improvement.
- 4** – Adequately effective at present.
- 5** – Highly effective at present.

I. WORSHIP

- 1. Is appreciative of historical and current worship patterns. _____
- 2. Enables the congregation to experience a number of liturgical forms. _____
- 3. Introduces liturgical changes or variations in constructive ways. _____
- 4. Consults with congregational representatives in planning worship. _____
- 5. Enables liturgy to be relevant, living, interesting, and inclusive of the Congregation. _____
- 6. Enables and encourages lay participation. _____
- 7. Sermons are readily understood. _____
- 8. Sermons are scriptural and liturgical. _____
- 9. Sermons are meaningful and relevant. _____

COMMENTS: _____

II. EDUCATION

- 1. Enables effective Christian Education programs:
 - a) For children _____
 - b) For youth _____
 - c) For adults _____
 - d) Intergenerational events _____
- 2. Nurtures the development of the spiritual life of the congregation. _____
- 3. Demonstrates a commitment to the development of lay ministries. _____
- 4. Enables adequate training of leaders. _____
- 5. Makes use of ELCIC and other outside resources to develop education and programs. _____
- 6. Fosters an understanding of stewardship as the lifelong responsibility of all the baptized. _____

COMMENTS: _____

III. COUNSELLING AND PASTORAL CARE

1. Listens and responds effectively to the needs of the individual. _____
2. Respects the confidentiality of personal disclosures. _____
3. Knows his/her own strengths and weaknesses in counseling and pastoral care. _____
4. Enables persons to explore the spiritual dimensions of their lives. _____
5. Allows the person to acknowledge his/her own problems and to take responsibility for them. _____
6. Possesses adequate acquaintance with member families and awareness of their needs. _____
7. Ensures regular and effective calling on hospitalized persons. _____
8. Ensures regular and effective calling on aged and shut-ins. _____
9. Ensures support for new members and for their integration into the community. _____
10. Ensures ongoing visitation for members. _____
11. Ensures follow-up in matters of pastoral care. _____
12. Provides crisis intervention and professional referral in times of need. _____
13. Develops a pastoral team and visitation program. _____

COMMENTS: _____

IV. GROUP BUILDING AND LEADERSHIP

1. Seeks ways to create an atmosphere of openness, frankness and trust among church members. _____
2. Assists in identifying and resolving tensions in the church. _____
3. Promotes the involvement of a wide spectrum of people in the life of the church. _____
4. Encourages lay involvement in the shared ministry of the church. _____
5. Facilitates the discernment of individual members' gifts and encourages their use and development. _____
6. Enables the Congregation to identify its goals and mission. _____
7. Seeks ways to build-in regular feedback and evaluation of programs. _____
8. Enables members to feel an ownership in and support of the goals of the Congregation. _____
9. Seeks ways to keep the communication lines open:
 - a) Between himself/herself and the Church Council. _____
 - b) Between the Church and the members of the church. _____

- 10. Encourages appropriate programs to meet the needs of the people and the mission of the church. _____
- 11. Seeks ways to keep church members informed about what is going on in the Congregation. _____

COMMENTS: _____

V. COMMUNITY OUTREACH

- 1. Is active in ecumenical ventures. _____
- 2. Encourages ecumenical involvement with other area churches. _____
- 3. Provides leadership in the area social ministry. _____
- 4. Participates in community organizations. _____
- 5. Encourages community involvement by members. _____
- 6. Assists in the congregation's understanding of mission and encourages appropriate program development and participation by members. _____

COMMENTS: _____

VI. CONGREGATION ADMINISTRATION

- 1. Works effectively with:
 - a) Clergy and program associates. _____
 - b) Employees _____
 - c) Volunteers _____
 - d) Church council _____
- 2. Is able to give feedback to others when appropriate. _____
- 3. Delegates authority appropriately. _____
- 4. Gives leadership and support in the development of financial stewardship. _____
- 5. Shows concern for the maintenance of church property. _____
- 6. Gives leadership in making effective decisions. _____
- 7. Is able to follow-up on decisions which have been made. _____
- 8. Respects and acts upon decisions of church council and committees. _____
- 9. Ensures that accurate official records of the congregation are kept. _____

COMMENTS: _____

VII. NATIONAL, SYNOD AND CONFERENCE INVOLVEMENT

- 1. Develops and sustains a sense of the congregation being a part of the ELCIC and the BC Synod. _____
- 2. Promotes the ministry of Synod and the ELCIC _____
- 3. Shows support of Synod and national leadership and structures. _____
- 4. Contributes time and skills to Synod and national committees and activities. _____
- 5. Takes an active part in Synod and conference meetings. _____

COMMENTS: _____

VIII. INTERPERSONAL RELATIONSHIPS

- 1. Is able to show warmth and acceptance openly towards others. _____
- 2. Is able to confront issues and be open with others. _____
- 3. Is able to show others his/her feelings about their behaviour in appropriate ways. _____
- 4. Recognizes his/her defensive stances. _____
- 5. Shows ability to deal positively with conflict. _____
- 6. Is able to be flexible to fit the situation. _____
- 7. Seeks feedback on his/her own behaviour and performance. _____
- 8. Demonstrates a capacity to learn from co-workers and church members. _____
- 9. Shows skills of oral communication. _____
- 10. Shows skill of written communications. _____

COMMENTS: _____

IX. PERSONAL EDUCATION AND SPIRITUAL DEVELOPMENT

- 1. Builds regular time into his/her schedule for spouse and family. _____
- 2. Builds regular time into his/her schedule for recreation. _____
- 3. Continues his/her own education and development. _____
- 4. Continues to develop spiritually. _____
- 5. Is disciplined in the use and management of time (e.g., keeps a day book record). _____

COMMENTS: _____

X. CONCLUSION

- 1. The strengths I have identified in this person's ministry are:

2. The areas in which the person being reviewed could grow and develop are:

3. If I could wish one thing for the person being reviewed it would be:

4. My recommendations for continuing education for the person being interviewed are:

5. The things I most appreciate about the person being reviewed are:

6. Other comments: