

GUIDELINES FOR PASTOR – CHARGE ASSESSMENT

MATTHEW 18: THE RULE OF CHRIST

There may be issues of concern that pastors and congregations must work through.

The Bishop and District Superintendents expect that congregations and pastors will use “The Rule of Christ” (*Matthew 18*) to address issues of concern directly, honestly, and with mutual accountability.

If resolution is not possible after following this method, the chairperson and/or the pastor are encouraged to contact the District Superintendent.

MATTHEW 18: THE RULE OF CHRIST

If your hand or your foot causes you to stumble, cut it off and throw it away; it is better for you to enter life maimed or lame than to have two hands or feet and to be thrown into the eternal fire. And if your eye causes you to stumble, tear it out and throw it away; it is better for you to enter life with one eye than to have two eyes and to be thrown into the hell of fire.

If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one.

But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses.

If the member refuses to listen to them, tell it to the church.

...and if the offender refuses to listen even to the church, let such a one be to you, as a Gentile and a tax collector.

For where two or three are gathered in my name, I am there among them.

1. Look at Yourself – Matt 18: 8-9

Jesus tells us to take time to examine our role in the conflict. Ask yourself these questions:

- Can I let it go? (If the answer is “yes” there is no need to confront the other person.) If not...
- What may the other person perceive that I have contributed to this problem?
- What does God see?

Change your behavior based on these insights.

If not resolved...

2. One on One – Matt 18:15

The purpose of this second step is to resolve the conflict... not to get mad or to get even. Remember to:

- Speak for yourself by starting your sentences with “I”
- Work hard to understand the other person’s point of view
- Work together to create solutions

If not resolved...

3. Get Some Objective Help – Matt 18:16

Others can help the two parties see possibilities. Take someone with you to help mediate or to help facilitate the process.

If not resolved...

4. Take it to the Church – Matt 18: 17a

Use the resources of the Church. Bring in someone with skills in conflict resolution or someone who has the power to resolve the issue.

If not resolved...

5. Shake the Dust – Matt 18: 17b

There are some issues that can not be resolved. The church should remember its mission. Let go of the anger and disappointment at the unresolved issues and move on with your ministry.

6. God is There – Matt 18: 20

This is God’s powerful promise to be with us in the midst of our problems.

Reprinted with Permission by: Terry N. Gladstone

PASTOR – CHARGE ASSESSMENT

Church: _____ Pastor: _____

Instructions:

- Please Send Forms On White Paper, One-Sided, Not Stapled.
- Please Send To Your: Pastor, SPRC Committee, District Office

Pastor/Staff Parish Relations Committee Chairperson: *Please make sufficient copies of this form for each member of your committee and the pastor(s). If you have more than one appointed pastor, please fill out a separate form for each pastor. This assessment is to be completed by the members of the SPRC and the pastor(s) only. You are invited to reflect on the ministry of the church/charge as well as the ministry of the pastor(s). The assessment is intended to enhance the quality of ministry of both the church/charge and pastor(s). Each SPRC Member and Pastor should complete the form and bring it to a regularly scheduled meeting of the SPRC. At that meeting the pastor(s) should be present and dialogue should take place regarding the responses. Upon completion of the dialogue, one assessment for each pastor should be completed representing the discussion and opinions of the SPRC Members and Pastor.*

QUESTIONS FOR INDIVIDUAL RESPONSE AND COMMITTEE DIALOGUE**1. Goals:**

- A. What Did You Accomplish From the Ministry Goals Listed From The Previous Year?**
- B. How Has the Committee and Congregation Implemented These Goals?** *(What has been successful? What has failed? What challenges were encountered? Where has God's grace been evident? What insights does the committee have in respect to these goals?)*

2. What Are the Limitations the Congregation Faces in Accomplishing These Goals?

- A. What Will Be Done to Address These Limitations?**

3. What Are the Pastor's Strengths? *The duties of a pastor are described in ¶340 of The Book of Discipline 2008. Pastoral duties include preaching, worship leadership, teaching, pastoral care, evangelism, mission interpretation, social justice, organizational management, administration, community involvement, spiritual guidance, leadership development, counseling, group work, ecumenical cooperation, and others. A pastor will not excel in all areas, nor should the congregation expect pastoral proficiency in all areas. It is the responsibility of the SPRC and the Pastor to determine what mission, ministry, and pastoral skills are necessary.*

4. In What Ways Are Your Pastor's Strengths and Skills Being Utilized to Accomplish Effective Ministry?**5. What Are the Limiting Factors/Concerns about the Pastor?**

- A. What Will the Pastor and/or SPRC Do to Address These Limiting Factors/Concerns?**

6. What Additional Training Is Needed for the Pastor and/or the Lay Leadership of the Congregation in Order to Benefit the Church's Mission?**7. Describe Your Pastor's Enthusiasm and Energy Level for Ministry with Your Congregation.**

PASTOR – CHARGE ASSESSMENT

There may be issues of concern that pastors and congregations must work through. The Bishop and District Superintendents expect that congregations and pastors will use “The Rule of Christ” (*Matthew 18*) [See Guidelines for Pastor-Charge Assessment on *Matthew 18: The Rule of Christ*] to address issues of concern directly, honestly, and with mutual accountability. If resolution is not possible after following this method, the chairperson and/or the pastor are encouraged to contact the District Superintendent.

Pastor’s Signature: _____ *Date:* _____

SPRC Chair’s Signature: _____ *Date:* _____

CONGREGATION'S PROFILE

Church: _____ Pastor: _____

Worship Time(s) _____

Sunday School Time (s) _____

Instructions:

- Please Send Forms On White Paper, One-Sided, Not Stapled.
- To Be Completed By The SPRC Committee In Consultation With The Church/Administrative Council.

1. **Statement of Purpose:** *If your congregation has a statement of purpose, vision or mission beyond ¶120, please insert it here.*

2. **Congregational Core Beliefs:** *What Are Your Core Beliefs (Theologically and Socially)? What Do You Hold Most Sacred In Your Understanding of Vital Christian Faith and Practice?*

3. **Congregational Description:** *Describe such things as percentage of members involved as leaders; nature of relationships among those active in the congregation; ages represented in the congregation; issues that create conflict within the congregation; the financial condition of the congregation.*

4. **Direction of the Congregation's Ministry:**
 - A. *What is the main focus of congregational life/your stated goals for the coming year or two? In what order should they be addressed? (Please numerate your goals in order of priority)*

 - B. *What are your congregation's long range vision, plans, goals, and your timeline for them?*

 - C. *Please list here specific training your laity and clergy have attended and/or plans you have for helping your congregation become equipped to grow numerically, spiritually, and to reach new disciples of Jesus Christ in your community?*

5. **Community Description:** *Describe community (urban, rural, suburban, small town, etc.), general economic situation, and employment information of the area in which the congregation is located.*

6. **Church Reputation:** *How would persons in the community describe your congregation's presence and ministry? (It would be helpful if you stopped by a local store and asked this question so it is not limited to your "guess.")*

7. **Pastoral Ministry Needed:** *Describe what is needed from the pastor (present or future) in each of the following areas in order to assist the congregation to fulfill its vision, mission, and goals. We must remember that we are a part of an itinerate system, so the focus here is on the office, not the person.*
 - A. Spiritual Gifts: (Preaching, teaching, presence [How is s/he present with people especially those hurting], caring, etc.)

 - B. Leadership Style:

 - C. Worship Leadership and Preaching: (Include a description of the worship style and options your congregation provides.)

 - D. Pastoral Care:

 - E. Administration:

CONGREGATION'S PROFILE

F. Community Involvement:

G. Academic and Career Experience Desired:

8. **Paid Staff:** *List the positions of paid staff serving your congregation and number of hours s/he serves each week.*

9. **Open Itinerancy:** *In the United Methodist Church appointments are made without regard to race, ethnic origin, gender, marital status, age or disabilities. How is the SPRC preparing the congregation to genuinely embrace open itinerancy? You may be expected, as a committee, to participate in a training experience regarding Cross-Racial/Cross-Cultural Appointments.*

10. **Schools:** *Please describe the public school system(s) which the pastor's children might attend and/or the school district(s) the congregation serves.*

11. **Ten (10) Year Statistical Summaries:**

	Membership	Average Worship Attendance	Average Church School Attendance	Total Church Expenditures	Percentage of Ministry Shares Paid
2010 To Date					
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					

Pastor's Signature: _____ *Date:* _____

SPRC Chair's Signature: _____ *Date:* _____

CONGREGATION'S PROFILE FOR MULTI-POINTS

Charge: _____ Pastor: _____

Church 1 _____ Church 2 _____ Church 3 _____

Worship Time(s) Church 1 Church 2 Church 3

Sunday School Time (s) Church 1 Church 2 Church 3

Instructions: Please Send Forms On White Paper, One-Sided, Not Stapled.

Please Make And Distribute Copies To: Your Church, District Office

To Be Completed By The Committee On Pastor/Staff Parish Relations In Consultation With The Church/Administrative Council.

1. **Statement of Purpose:** *If your congregation has a statement of purpose, vision or mission beyond ¶120, please insert it here.*

Church 1:

Church 2:

Church 3:

2. **Congregational Core Beliefs:** *What Are Your Core Beliefs (Theologically and Socially)? What Do You Hold Most Sacred In Your Understanding of Vital Christian Faith and Practice?*

Church 1:

Church 2:

Church 3:

3. **Congregational Description:** *Describe such things as percentage of members involved as leaders; nature of relationships among those active in the congregation; ages represented in the congregation; issues that create conflict within the congregation; the financial condition of the congregation.*

Church 1:

Church 2:

Church 3:

4. **Direction of the Congregation's Ministry:**

A. *What is the main focus of congregational life/your stated goals for the coming year or two? In what order should they be addressed? (Please numerate your goals in order of priority)*

Church 1:

Church 2:

Church 3:

B. *What are your congregation's long range vision, plans, goals, and your timeline for them?*

Church 1:

Church 2:

Church 3:

C. *Please list here specific training your laity and clergy have attended and/or plans you have for helping your*

CONGREGATION'S PROFILE FOR MULTI-POINTS

congregation become equipped to grow numerically, spiritually, and to reach new disciples of Jesus Christ in your community?

Church 1:

Church 2:

Church 3:

- 5. Community Description:** *Describe community (urban, rural, suburban, small town, etc.), general economic situation, and employment information of the area in which the congregation is located.*

Church 1:

Church 2:

Church 3:

- 6. Church Reputation:** *How would persons in the community describe your congregation's presence and ministry? (It would be helpful if you stopped by a local store and asked this question so it is not limited to your "guess.")*

Church 1:

Church 2:

Church 3:

- 7. Pastoral Ministry Needed:** *Describe what is needed from the pastor (present or future) in each of the following areas in order to assist the congregation to fulfill its vision, mission, and goals. We must remember that we are part of an itinerate system, so the focus here is on the office, not the person.*

- D. Spiritual Gifts:** (Preaching, teaching, presence [How is s/he present with people especially those hurting], caring, etc.)

Church 1:

Church 2:

Church 3:

- E. Leadership Style:**

Church 1:

Church 2:

Church 3:

- F. Worship Leadership and Preaching:** *(Include a description of the worship style and options your congregation provides.)*

Church 1:

Church 2:

Church 3:

- G. Pastoral Care:**

Church 1:

Church 2:

Church 3:

CONGREGATION'S PROFILE FOR MULTI-POINTS

H. Administration:

Church 1:

Church 2:

Church 3:

I. Community Involvement:

Church 1:

Church 2:

Church 3:

J. Academic and Career Experience Desired:

Church 1:

Church 2:

Church 3:

8. Paid Staff: *List the positions of paid staff serving your congregation and number of hours s/he serves each week.*

Church 1:

Church 2:

Church 3:

9. Open Itinerancy: *In the United Methodist Church appointments are made without regard to race, ethnic origin, gender, marital status, age or disabilities. How is the SPRC preparing the congregation to genuinely embrace open itinerancy? You may be expected, as a committee, to participate in a training experience regarding Cross-Racial/Cross-Cultural Appointments.*

Church 1:

Church 2:

Church 3:

10. Schools: *Please describe the public school system(s) which the pastor's children might attend and/or the school district(s) the congregation serves.*

Church 1:

Church 2:

Church 3:

11. Ten (10) Year Statistical Summaries:

Church 1

	Membership	Average Worship Attendance	Average Church School Attendance	Total Church Expenditures	Percentage of Ministry Shares Paid
2010 To Date					
2009					
2008					
2007					
2006					

CONGREGATION'S PROFILE FOR MULTI-POINTS

2005					
2004					
2003					
2002					
2001					
2000					

Church 2

	Membership	Average Worship Attendance	Average Church School Attendance	Total Church Expenditures	Percentage of Ministry Shares Paid
2010 To Date					
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					
2000					

Church 3

	Membership	Average Worship Attendance	Average Church School Attendance	Total Church Expenditures	Percentage of Ministry Shares Paid
2010 To Date					
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					
2000					

Pastor's Signature: _____ *Date:* _____

SPRC Chair's Signature: _____ *Date:* _____

MOTIONS AT CHURCH CONFERENCE

Church: _____ Pastor: _____
 District: _____ Date: _____

Instructions:

- Please Send Forms On White Paper, One-Sided, Not Stapled.
- Fill Out The Following Information To Facilitate Motions Brought To The Church Conference.
- Due In The District Office Ten (10) Days Prior To The Church Conference.

1. The Church Council recommends the Pastor’s Total Compensation for 2009 be set at: (This is the \$ amount on line 5 of the Compensation Form) (See *The Book of Discipline of The United Methodist Church – 2008, ¶252 and ¶247.13*) _____

2. The Household Furnishings Allowance of this amount is recommended to be set at: (This is the \$ amount on line 11 of the Compensation Form) _____

3. The Church Council and Pastor recommends the following person(s) to be approved to continue in the status of Local Lay Speaker (See *The Book of Discipline of The United Methodist Church – 2008, ¶268*): _____

4. The Church Council and Pastor recommends the following person(s) to be approved at continue in the status of Certified Lay Speaker (See *The Book of Discipline of The United Methodist Church – 2008, ¶268*): _____

5. The SPRC recommends the following person(s) be approved as a Certified Candidate for Ordained Ministry (See *The Book of Discipline of The United Methodist Church – 2008, ¶311.2a and b*): _____

6. For Churches with a Housing Allowance: The Church Council recommends a Housing Allowance be established for the next year in the amount of: (This is the \$ amount on line 16 of the Compensation Form.) _____

7. Ministry Shares Report for the Church Profile: On behalf of the Church Council, we report the following percent of the congregation’s Ministry Shares paid to date as: _____