



April 5, 2019

Dear Pastor and Staff-Parish Chair:

Included with this cover letter 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 1st**. 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. *If the pastor is retiring, an evaluation still needs to be done.*

Please note the instructions on pages 1 & 2 of the Annual Clergy Evaluation. During the interview you are to complete & submit **Report Form: Summary of Evaluation and Action Plan** (last page), signed by the clergyperson and the chairperson of pastor/staff parish relations committee. In addition, **print and attach the statistical history of your congregation** from the **Graphs and Charts** data entry on the Equipping Vital Congregations (EVC) website, the 3rd gold bar that says

EVCEntryData-5 VitalSigns Graphsw/ChartData

. 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 available on the district website ElizabethRiverDistrict.weebly.com > Forms Page > SPRC resources.]*

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

If you have questions you may call the district office.

Blessings,

M. Wayne Snead

District Superintendent

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