Parish Ministry - Committee on Ministry Evaluation
For the UUA Ministerial Fellowship Committee

Name of Minister: Date:

Position being evaluated:

Congregation:

Name of Contact for this evaluation:

Contact's Phone: Contact's Email:

Committee Members:

Notes Relating to Completion of Form

This evaluation should be completed by the minister's Committee on Ministry or other body that is acting as the new minister's reflection group. The Committee on Ministry (COM) should meet with the minster monthly for at least one church year before beginning this evaluation process. If the minister is supervised by an individual, that individual should not serve on the COM. Plans for how to complete the assessment process should be coordinated with the Board (or supervisor) as they will be required to do their own evaluation for the MFC. The MFC is seeking separate feedback from two bodies, the COM and the Board or supervising minister, so the COM should not be a sub-group of the Board. For tips on how to do an assessment of a minister, please refer to the forms page on our website at: http://www.uua.org/careers/ministers/support/fellowship/15505.shtml.

When completing this evaluation form, review the suggested considerations and then comment on the particular strengths and areas for growth of the minister. Simply checking a box is not sufficient feedback. Without detailed responses, the evaluation will be considered incomplete by the MFC. Both the minister and the MFC benefit from an honest and thorough assessment of the ministry.

Please provide the evaluation as a consensus report of the group. Do not provide individual ratings from each COM member.

The section entitled "**Comments on organizational ownership and involvement in this area"** is your opportunity to reflect on the organization's own engagement in this particular area.

Continuing Education/Action Steps: When appropriate, make concrete suggestions to the minister for appropriate continuing education or action steps that will strengthen this area of ministry. (i.e., take time management course, study system's theory, etc.)

When completed, this evaluation should be shared with the minister and the minister's supervisor and they should share their evaluations with you as well.

PLEASE ONLY SUBMIT TYPED EVALUATION FORMS. Forms should be submitted via email to mfccoordinator@uua.org.

Please note that fields for your text will expand to accommodate your entries.

Area of Ministry:

1. **Counseling & Pastoral Care**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General **Comments:** (*Consider availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

2. **Practical Arts**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General **Comments:** (*Consider administration, organizational development in out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow though and completion of tasks, time management, attention to finances, fund raising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

3. **Organizational Ministry**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General **Comments: (***Consider integration of new members, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs,*

involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

4. **Personal and Professional Growth**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General **Comments:** (*Consider performance under stress, hears criticism and feedback, skillfully gives constructive criticism and feedback, conveys energy and enthusiasm, gives and receives praise, sense of humor, manages conflict, models a healthy balance of work and personal/family life, engages in a rewarding spiritual practice, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

5. **Teaching (All Ages)**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General Comments**: (***Consider program development and coordination, seminar design and facilitations, teacher training, supports teachers in planning and conducting classes, provides program resources and support for parents, teachers, and colleagues, intergenerational activities, programs for children, youth and adults, volunteer recruitment, articulation of liberal religious education approach and philosophy, knowledge of resources and curriculum, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

6. **Worship**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General Comments**:** (*Consider preparedness, coherence, intellectual challenge, spirituality, creativity, inspirational message, effective use of humor, effective use of ritual and liturgical arts, music, prayer and meditation, readings/stories, rites of passage, pulpit presence, voice, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

7. **Denominational Activities**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General Comments**:** (*Consider involvement in UU denominational and District events, UUMA Chapter meetings and interfaith activities, encouragement of member involvement at the district and continental levels, informing congregation of UUA denominational concerns and issues, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

8. **Prophetic Outreach**

Check One:
Strength☐ Satisfactory☐ Area for Growth☐ Unsatisfactory☐ Not Observed☐

General **Comments:** (*Consider involvement in witnessing and advocating for community/social justice issues, encourages congregational involvement in community/social justice issues, leads the congregation in addressing issues specifically related to anti-racism, anti-oppression, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

UPDATED 10/20/2015