

Pastoral Review Policy – xxx Baptist Church

Aim: to assist the pastor to **improve** and **develop** in their service for God as seen in their ministry through the local congregation.

Purpose:

- to facilitate clear & healthy communication evaluating a pastor's performance
- to ensure the pastor is working in accord with their role description
- to identify any unrealistic expectations
- to affirm and encourage the pastor in those things they are doing well
- to pinpoint areas of ministry that need further attention
- to help the pastor set goals for areas that need improvement
- to clarify additional resources the pastor may need to be more effective
- to empower pastors to minister with more confidence and greater joy

Frequency: annual on a 3-year cycle, with simple reviews undertaken in years one and two, and a 360-degree review as below in year three.

Additional Tools: to audit self-care, leadership & team dynamics can be utilised at any time.

Review Team: 3 people agreed with pastor – including supervisor and a governance team member – will facilitate the process.

Input: a broad cross-section of people from across the congregation, and including the staff team, using the *Pastoral Review and Feedback Form for Congregants*. The person being reviewed will use the *Ministry Review for Pastor*.

Other Sources: Role Description and any ministry & personal goals set for the period in question.

Synthesis: into a 1-page report

The aim is to reinforce the most commendable skills and behaviours, as well as to assist the person to formulate a plan to address two or three areas of concern, including at least one self-care area of focus. Include in report:

- Where is the pastor going well?
- What areas appear to need further attention?
- Synergies and clashes with personal strengths
- What changes need to be made? And what recommendations are made for improvement? (setting goals, additional resources, training or other support, negotiate changes to role description)

Discussion: based on 1-page report

Process:

1. form review team & agree on a review meeting date in about 1 month
2. plan for a spouse interview if appropriate
3. reviews distributed & returned; pastor completes & returns personal ministry review
4. supervisor summarises into 1 page report & invites feedback from the other 2 members of the review team (suggest forwarding them copies of the 1-page report, collated review responses, ministry review by pastor, role description & any goals set)
5. once the review team are agreed on the 1-page report, forward to pastor 2 or 3 days before review meeting
6. review team & pastor meet to discuss report & agree on any actions resulting from the review