NTC S/PPRC ANNUAL PROFILE AND REVIEW PROCESS

S/PPRC CHAIR REVIEW:

- **NTC CLERGY APPOINTMENT PROCESS** – This booklet describes the process.
- **WHEN AND WHAT IS CONSULTATION** – This document defines “consultation.”

S/PPRC COMMITTEE COMPLETES:

- **CHARGE PROFILE** (Completed by S/PPRC) – S/PPRC should *carefully* fill this out. It is BASIC to much of the appointment process used by the Cabinet. Must be electronically signed by both the Pastor and the S/PPRC Chair. This form contains questions regarding demographics and statistics for the area. Information to assist you is available through [http://www.missioninsite.com](http://www.missioninsite.com).

  If your church is not a registered user already it is a simple task. There are both free and for fee reports available to you. Utilize this resource in completing the demographics sections of this form.

  ***The S/PPRC and Pastor should work together to complete this part of the questionnaire.

- **REVIEW FORM** (Completed by S/PPRC) – S/PPRC gives general information concerning appointment situation. A Review Form is completed for all appointed clergypersons.

- **EVALUATION FORM** (Completed by S/PPRC) – S/PPRC completes one (1) online performance evaluation (Marks of Fruitfulness) for each appointed clergyperson. It may be advantageous for the Committee to meet to determine a composite score to input within Marks of Fruitfulness. The evaluation will assess the current year’s performance, with opportunities to set goals for next year.

  *Any questions about the above forms should be directed to your District Office*

APPOINTIVE PROCESS TIMELINE:

- **SEPTEMBER - DECEMBER**

  The District Superintendent makes a careful supervisory observation of the state of each pastoral charge, including the following:

  1. The general environment of the pastoral charge;
  2. The morale of the pastor;
  3. The level of harmony or conflict.

  The District Superintendent has an initial “sense” about whether the pastor should stay or move. This “sense” is preliminary and in no way a final conclusion.
APPOINTIVE PROCESS TIMELINE (continued):

- **SEPTEMBER 1ST – DECEMBER 15TH**

All Charge Profile forms, Review forms, and Marks of Fruitfulness Evaluation forms are available online at [www.ntc.umconline.org](http://www.ntc.umconline.org) for the S/PPRC Chairperson and Pastor(s) at each church/charge.

The S/PPRC Chairperson will have a user id and password. These user ids/passwords are form specific and should be kept private. The Pastor and the S/PPRC will not be able to view the other's forms unless sharing of log-on info has occurred.

The pastor and Staff/Pastor-Parish Relations Committee:

1. Meet together to evaluate the fruitfulness of the pastor(s) ministry. The Staff/Pastor-Parish Relations Committee shall meet only with the knowledge of the pastor and/or the District Superintendent. It may meet with the District Superintendent without the pastor being present; however, when the pastor is not present he/she shall be informed prior to such a meeting and immediately thereafter be brought into consultation by the committee or by the District Superintendent.

2. Separately, the pastor and S/PPRC record their conclusions on the on-line Review and Marks of Fruitfulness Evaluation forms. (Please note that the Discipline does not call for a vote by the committee on the pastoral leadership.) The review forms are advisory information to be shared with the District Superintendent, the Bishop and the Appointive Cabinet members.

3. The Staff/Pastor-Parish Relations Committee to complete:

   - **Charge Profile Form** including the following information:
     a. Statistical information:
     b. Statement of purpose and mission;
     c. Hopes, dreams, needs;
     d. A list of most needed gifts and skills in a pastor.

   - **Review Form** gives general information concerning appointment situation for each appointed clergyperson.

   - **Marks of Fruitfulness Evaluation Form** which is the online performance evaluation tool for each appointed clergyperson.

4. Staff/Pastor-Parish Relations Committees and pastors shall make all requests for change of appointment by **December 15th**. All requests shall include a statement of reasons why a change appears to be desirable.

- **JANUARY**

The District Superintendent will have completed visits with the clergy in his/her district about their preferences: a) stay; b) move; or c) open to move.
1. These visits should be in person whenever the District Superintendent believes a move is possible.

2. The District Superintendent shall contact all pastors in the district including those in extension ministries.

The Bishop and Cabinet meet in order to receive the following information from the District Superintendents about each pastor and pastoral charge: (This takes place after the superintendent has completed visits with clergy and spouses.)

1. The District Superintendent’s recommendations;
2. Each pastor’s expressed desires, concerns and needs (including copy or review form)
3. Each pastoral charge’s expressed desires, concerns and needs (including copy of review form).

- **FEBRUARY**

The Cabinet begins formal appointment-making process.

1. It carefully reviews requests for changes;
2. If there is no request for a change from either the pastor or the Staff/Pastor-Parish Relations Committee, the Cabinet assumes that both desire the present relationship to continue.
3. The Cabinet may initiate any change of appointment it believes to be for the good of the charges or the pastors and the total mission of the United Methodist Church in North Texas. If this happens, the consultation process will begin immediately.
4. Even if a change is requested, the Cabinet may decide it is in the best interest of a charge or pastor to continue the present appointment. If this occurs, the District Superintendent shall give a complete rationale to the pastor and the Staff/Pastor-Parish Relations Committee.
5. The Bishop and Cabinet will treat all requests with respect and integrity.
6. All pastors and S/PPRC Chairs shall be notified when the appointment process is complete.