

# A PASTORAL REVIEW PROCESS

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*May our Lord Jesus Christ himself and God our Father, who loved us and by his grace gave us eternal encouragement and good hope, encourage your hearts and strengthen you in every good deed and word.*

2 Thes 2:16-17

# Presentation Outline

1. The goal
2. Biblical Considerations behind the process
3. The process
4. The outcomes
5. The review document areas

# 1. The goal

The goal of this Pastoral Review Process is to help ministry staff serve in a way that makes a significant and positive impact in the ministry of the church, and is personally fulfilling.

Ministry is not simply a job and this is not simply a performance review.

Aspects of performance and ministry conditions are considered, but this happens in the often complex parish context of relationships in the family and church community where personal life, ministry and friendships all overlap.

This review process seeks to provide both accountability and development of staff members. It is pastoral and formative, rather than simply evaluative in character and it is guided by a commitment to honesty, clarity and generosity.

This Pastoral Review Process seeks to provide a mechanism to help each staff member:

- reflect on their current life and ministry
- make plans for the following year
- open a channel of communication with the review team to receive feedback and counsel
- with their spouse present, review the conditions of their appointment.

## 2. Biblical considerations behind this process

- **Inter-dependent giftedness (Rom 12.3-8)**
- We all have gifts that are essential for the body to function in a healthy way
- We wish to use the gifts in a way that fosters the healthy functioning of our gospel community
- All our contributions matter

## **Fruits of the Spirit (Gal 5:22)**

We wish to demonstrate the fruits of the Spirit in the way we deal with each other in our ministry teams and in our ministry to others in our church

## **Honour (1 Tim 5:17)**

We seek to honour those who serve us in the gospel

## **Intentionality (Titus 1:5)**

It is a good thing to be intentional by making plans for the future. God's eternal plan is still unfolding

## **Encouragement (2 Thes 2:16-17)**

We wish to encourage each other in the good work that is going on in our ministries

## **Development (2 Tim 1:6)**

We want to assist in the development of the gifts God has given to our ministry colleagues

## **Review 1 Cor 3:11-15)**

We are seeking to provide an opportunity to help our team members reflect on how they are building and with what kind of materials



## 3. The process

This model provides a template for a Pastoral Review Process. It can be easily adjusted to cater for each church's particular ministry and context.

This process would normally apply to all full-time (or substantially full-time) staff. However, it could be used (or adjusted to be used) for volunteer staff with significant responsibilities (and a clear role description).

The process involves two formal meetings each year of the staff member and their selected review team.

## *a) Review teams*

*Staff member review teams* consist of the senior minister, a warden and two people selected by the staff member in consultation with the senior minister.

It is recommended that the senior minister also participates in this review process.

*Senior minister review teams* consist of the rector's warden plus two other members of the church selected by him in consultation with the rector's warden and, where possible, a senior minister of another church invited by him to join the panel.

## *b) Meetings overview*

The meetings are normally in November and May.

- Meeting in November

A review document is given to the staff member to complete and distribute to their review team before the November meeting. The staff member, along with their spouse, meet with the review team to discuss the document together. This document forms the basis of their ministry for the following year.

The staff member may have informal conversations and opportunities for feedback and prayer with individual members of their review team during the course of the year.

- Meeting in May

In May there is a six-monthly catch-up to review with the staff member how they are going in meeting their goals for the year and for the review team to provide any feedback or assistance they can

### *c) Lifelong Ministry Development (LMD)*

Each staff member has a range of ministry responsibilities that are discussed in the context of their role description. However, for their personal and ministry development they are encouraged each year at the November meeting to present a Ministry Development Plan (MDP) which isolates two or three “focus areas” for development in the following year. This includes identifying the “desired outcomes” and “activities” necessary to develop in those areas.

Ministry Training & Development provides an online process called ‘Lifelong Ministry Development’ to facilitate this development. Go to ( <https://www.lmd.org.au> )

### *d) The role of the senior minister*

A recommended practice is for the senior minister to meet one-to-one with each member of his staff team on a regular basis to talk about how they are going personally and in their ministry. This would mean that he has a good idea how the staff members are going. Therefore, in the review team meetings the senior minister's primary role is to facilitate the process.

## 4. The outcomes

The main outcome from this Pastoral Review Process is that the staff member has a sense of support and clarity about the shape and direction of their ministry for the coming year and their own ministry development.

It is possible that after discussion together, the review team will recommend changes to the conditions or functioning of the staff member's ministry. Changes to the conditions should be suggested to the Parish Council, and changes to the functioning of the staff member should be suggested to the senior minister who would normally be present for the review.

- **Confidentiality**
- **Role description**
- **Clergy and lay-workers distinction**
- **Performance issues**

# The Review Document Areas

## A. Reflecting on this year

This is the opportunity for the staff member to share openly the encouragements, challenges and concerns of ministry and life in the past year. There is opportunity for the review team to ask generally and also specifically how things are going based on the staff member's answers to the questions in the review document.



## B. Looking to next year – Ministry Development Plan

Each year the staff member is invited to document some specific goals for life and ministry and reflect on how these might be achieved. These are included in a Ministry Development Plan (MDP).

The MDP isolates two or three “focus areas” for development in the following year. This includes identifying the “desired outcomes” and “activities” necessary to develop in those areas and can include both personal and role related areas. The Ministry Training & Development supported website, LMD, provides a helpful template for doing this and also for recording the staff member’s learning during the year (<https://lmd.org.au> ).

## C. Review of functioning against the position description

A review of the staff member's functioning against his/her position description is an important part of the process. This position description provides a clear outline of the areas of responsibility in ministry.

The review team talks through accomplishments and any issues or concerns relating to effective functioning in this role and provides considered feedback. Where adjustments are discussed to the role description, the senior minister has the opportunity to follow up this discussion with the staff member in their regular meetings together.

## D. Review of ministry conditions

There is also an open discussion on the ministry conditions of the staff member. The review team then needs to talk together and agree on any recommendations that are made to the Parish Council.

## E. Feedback from the review team

Using the areas mentioned in the review document, the review team takes the opportunity to provide any additional feedback to the staff member. This would include affirmation in a number of those areas of strength as well as any suggestions of areas for development.

## F. Recommendations for the Parish Council

The review team, along with the senior minister, spend some time prayerfully considering the main observations and recommendations that might need to be communicated to the Parish Council in terms of the ministry conditions provided to the staff member. They can also discuss recommendations of changes to the role description with the senior minister for him to consider.