



**Roanoke District
Virginia Conference
United Methodist Church**

J. Douglas Forrester
District Superintendent

To: S/SPRC Chairs

From: J. Douglas Forrester, District Superintendent

March 22, 2021

Greetings in the Name of Our Lord Jesus!

Annual, formative evaluation of clergy is an important tool for ongoing effectiveness in ministry based on identifying strengths and developing a specific action plan for growth. I trust this will be a fruitful and honest process.

The Staff Pastor Parish Relations Committee is charged with the duty of providing evaluations “at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.” (Paragraph 258.2.g (5) 2016 *The Book of Discipline*).

The Virginia Conference has developed guidelines for the **Annual Clergy Evaluation**. The updated guidelines and report form are enclosed. They can also be found on the Conference website at this link: <https://vaumc.org/spprcresources/> -go to section 5 for the information needed. Current COVID meeting guidelines should be observed when completing this task. The due date is **June 1, 2021**.

Please remember that the Annual Clergy Evaluation is not the same as The Summative Annual Appointment Review which results in the completed Preference Form in January.

Thank you for your leadership in this vital area.

May the peace of Christ be with you.