

Deacon: _____
 Charge: _____
 Completed by: () S/PPRC or () Deacon

2019 DEACON LEADERSHIP ASSESSMENT

*Return to District Office by **May 15.***

Vital deacons provide critical leadership in partnership with vital lay leaders and pastors in developing vital congregations that are fruitful in *making disciples of Jesus Christ for the transformation of the world.* This assessment is designed to encourage excellence in and accountability for ministry by deacons and to assist the district superintendent in effective supervision of the deacon and better understanding of the mission field.

*Please read the instructions at the end of the form before completing it!
 Rate each item for effectiveness/fruitfulness with 3 being "meets expectations,"
 1 being "does not meet expectations" and 5 being "exceeds expectations."*

I. Mission Strategy and Action	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
a. Articulates, teaches about and engages lay leaders in addressing church's mission to connect with the community and transform the world with excellence and passion.	<input type="checkbox"/>				
b. Shares in leadership so that the congregation develops a vision and strategies to become a more vital congregation.	<input type="checkbox"/>				
c. Involves appropriate laity and staff in the implementation of the strategies to enable the congregation to become more vital.	<input type="checkbox"/>				

Explanation/examples of above ratings:

II. Mission Field	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
a. Appropriately assesses the changing culture around the church and in our society.	<input type="checkbox"/>				
b. Equips the church in understanding persons and addressing changes in the neighborhood and community.	<input type="checkbox"/>				
c. Leads the church in engaging the community as a place of ministry and service through works of mercy and justice.	<input type="checkbox"/>				
d. Welcomes the community into the life of the church.	<input type="checkbox"/>				

Explanation/examples of above ratings:

III. Integrity of Heart and Life

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
a. Demonstrates personal relationship with Jesus Christ.	<input type="checkbox"/>				
b. Follows spiritual disciplines (prayer, Bible Study, retreat, tithing and fasting).	<input type="checkbox"/>				
c. Balances church ministry and family life.	<input type="checkbox"/>				
d. Makes lifestyle choices that lead to physical, emotional and spiritual life.	<input type="checkbox"/>				
e. Intentionally participates in a program of continuing education.	<input type="checkbox"/>				

Explanation/examples of above ratings:

IV. Wholeness of Relationships

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
a. Works in partnership with laity.	<input type="checkbox"/>				
b. Maintains appropriate ethical boundaries in all personal and professional relationships.	<input type="checkbox"/>				
c. Meets regularly with and is accountable to a peer group for growth in discipleship and ministry.	<input type="checkbox"/>				
d. Is known and respected outside of the church in the community.	<input type="checkbox"/>				

Explanation/examples of above ratings:

V. Necessary Practices for Effective Ministry

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
a. Assists laity in discovering their spiritual gifts and passion for ministry.	<input type="checkbox"/>				
b. Is creative in finding ways to involve laity in mission and ministry both in and beyond the local church, and equips them to do so.	<input type="checkbox"/>				
c. Teaches with energy and passion that leads people into discipleship.	<input type="checkbox"/>				
d. Attends or supports church-sponsored ministries and activities.	<input type="checkbox"/>				
e. Encourages members and regular attendees to be present for church-sponsored ministries and activities.	<input type="checkbox"/>				
f. Exercises leadership in upholding God's vision for the church, in partnership with the laity.	<input type="checkbox"/>				
g. Relates effectively with persons of all ages.	<input type="checkbox"/>				

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|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| h. Provides appropriate, timely and compassionate pastoral care, particularly in times of illness, crisis or death. | <input type="checkbox"/> |
| i. Supervises staff and/or volunteers effectively. | <input type="checkbox"/> |
| j. Provides appropriate administrative and financial oversight in partnership with laity and staff. | <input type="checkbox"/> |
| k. Facilitates effective church-wide communication. | <input type="checkbox"/> |
| l. Preaches relevant, scripture-based, organized and thought-provoking sermons. | <input type="checkbox"/> |

Explanation/examples of above ratings:

What are the important things that need to happen in the next year? (*next steps in the mission field*)

a) Signatures of S/PPRC Members Present

Date: _____

In multi-point charge, who completed this form?

() the charge S/PPRC – all churches together

() one local church in the charge: _____ (name of church)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

b) Signature of Deacon: _____ **Date:** _____

If form completed by S/PPRC, I affirm that I have had the opportunity to discuss this form with the committee.

If form completed by deacon, I affirm that I have provided honest assessment of my ministry.

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DEACON LEADERSHIP ASSESSMENT INSTRUCTIONS/INFORMATION

It is essential that the committee be honest with each other as well as with the deacon and district superintendent!

It is also essential that the deacon be honest with him/herself as well as with the committee and district superintendent!

To complete the form (S/PPRC):

- ✓ Distribute the form to all committee members, and invite members of your committee to pray and consider the items before your meeting.
Please know that this step is important in order to allow enough time for reflection.
If you have questions about the meaning of any item, please check with your deacon or district superintendent.
- ✓ Gather for the meeting.
A majority of S/PPRC members must participate in completing the assessment. Multi-point charges are encouraged to submit one form together, though each church may submit a separate form.
- ✓ At the meeting,
 - discuss each item, taking time for all to express their thoughts, and then check the option that is the consensus of your committee for each item.
Take into consideration how often and how well the deacon does each item.
Please know that no deacon is perfect, so we do not expect or want ratings of 5 for every item!
A more realistic assessment has a variety of ratings when viewed as whole.
 - note any differences of opinion that may be evident among members, and provide explanation/examples of the selected option or other information that may be helpful to the deacon or district superintendent in the explanation/examples section.
Please know that your comments are very important to and appreciated by district superintendents.
Include information about results/goals/outcomes or specific duties not mentioned in the checklist.
 - have each member involved in the process sign the form.
- ✓ Share the assessment with the deacon, and have the deacon sign the form to indicate that s/he has seen it.
Please remember that according to the Discipline, the "committee shall meet only with the knowledge of the pastor and/or the district superintendent. The pastor shall be present at each meeting ... except where he or she voluntarily excuses himself or herself" (¶1258.2e). It is recommended that the deacon be present for the whole discussion; however, the deacon and committee may agree that the committee will meet separately from the deacon to complete the form and then together with the deacon to review the form.
- ✓ In the box at top of form, insert the name of the deacon and church/charge, and mark that it has been completed by the S/PPRC.
- ✓ Return the form to the district office; it is not necessary to include these instructions/information.

To complete the form (deacon):

- ✓ Reflect prayerfully on each item, and check the option that best reflects your ministry.
Take into consideration how often and how well you do each item.
No deacon is perfect, so we do not expect or want ratings of 5 for every item!
- ✓ Provide explanation/examples of the selected option or other information that may be helpful to the district superintendent.
- ✓ Sign the form.
- ✓ Return the form to the district office; it is not necessary to include these instructions/information.

(continued on next page)

Why is the assessment completed in the spring?

This assessment should be part of an ongoing healthy conversation between the S/PPRC and deacon. The basic flow is as follows:

- The deacon begins the appointive year on July 1.
- The deacon sets his/her own goals for the year based on church goals/outcomes and in consultation with the S/PPRC (July-August).
- The deacon and S/PPRC review movement toward/accomplishment of goals and discuss any issues (throughout year).
- The deacon and S/PPRC each complete the appointive recommendation (November-December).
Note: The cabinet understands the awkwardness of completing this form after only a few months in the first year of a deacon's appointment. In the subsequent years, it fits the flow better.
- The deacon and S/PPRC assess the deacon's leadership and provide input to the district superintendent (March-April).
- The district superintendent meets with the deacon to discuss effectiveness (July-August).
- Plans for continuing education are made by the deacon in consultation with the S/PPRC and district superintendent.
- The flow continues.

Having the assessment in the spring allows for several months of observation by the S/PPRC and conversation with the deacon before the form is completed. It also provides current information to the district superintendent for the supervisory visits in the summer. In addition, it allows a few months for improvement prior to the appointive recommendation in the fall.

Do we complete the same form if we have a part-time deacon?

Yes, it is difficult to create one form that meets all of the various settings and situations. The explanation/example section offers a place for you to note differences. For instance, if the deacon does not have the time or responsibility for an item, you can explain your rating. You are also welcome to add a page that details the specific duties of the deacon, along with comments about performance in those areas.

What if our deacon has responsibilities other than those listed on this form?

The explanation/examples section offers a place for you to note differences. You are also welcome to add a page that details the specific duties of the deacon, along with comments about performance in those areas.