

How to Conduct a Mutual Ministry Review

A guide for the congregational leadership

The Episcopal Diocese *of*
Oklahoma

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How to Conduct a Mutual Ministry Review

*This guide was developed by
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“Encourage one another; build up each other.”
-1 Thessalonians 5:11

“Provoke one another to love and good deeds . . .
encouraging one another.”
-Hebrews 10:24-25

“Have unity of spirit, sympathy, and love for one another.”
-1 Peter 3:8

There are 42 verses in the New Testament which speak to how we are to treat one another ([listed here](#)). How we treat one another is bound together with our faith in Christ who taught us to love our neighbor as ourselves. This mutuality is at the heart of the Christian community and it should be a part of how the Rector (or Vicar, Interim etc.), Wardens and Vestry go about leading the church.

The Letters of Agreement for clergy of the Diocese of Oklahoma requires: **“An annual mutual ministry review shall be completed using a process approved by the Diocese.”**

The Review will:

- Provide the Rector, Wardens and Vestry opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.
- Establish goals for the work of the parish for the coming year.
- Isolate areas of conflict or disappointment, which have not received adequate attention and may be adversely affecting mutual ministry.
- Clarify expectations of all parties to help put any future conflicts in manageable form.
- A mutually agreed upon third party may be engaged to facilitate the mutual ministry review process.
- Review the Compensation of the Rector

What Is A Mutual Ministry Review? This is a disciplined time of reflection on how the life of a congregation is going, including look at the goals for the congregation and the roles and responsibilities of those working toward those goals. The main purpose is to clarify objectives and consider how best to make changes that will lead to more effective ministry aimed at those shared goals. This is not a time for beating up one another over what has gone wrong in order to assess blame. The Mutual Ministry review is an honest look at what is working well together with considering means of improving in areas that are less effective. As such, the review looks at the church leadership as a system and gathers information from key people including both a self-review and review of others.

One word of warning: A review is not meant to offer a means of attack, but it is an open dialogue. Therefore, a time of crisis will not be the time for a constructive review.

If your congregation is conflicted, you will need to find ways to deal with the situation openly, but the Mutual Ministry Review is not the right tool. A Mutual Ministry Review offers a means of assessment for healthy congregations to improve.

If you need assistance with conducting a Mutual Ministry Review, please contact The Rev. Canon Eric Cooter, Canon to the Ordinary: 405-232-4820 canoneric@epiok.org

Materials used to support the Mutual Ministry Review process:

- Letter to the participants of the Mutual Ministry Review
- Assessments
 - Rector/Priest-in-Charge/Vicar's Self-Assessment
 - Rector/Priest-in-Charge/Vicar's Assessment of Vestry as a whole
 - Rector/Priest-in-Charge/Vicar's Assessment of Individual Staff Member

 - Vestry Member Self-Assessment
 - Vestry Member Assessment of Vestry as a whole
 - Vestry Member Assessment of Rector/Priest-in-Charge/Vicar
 - Vestry Member Assessment of the Staff as a whole

 - Staff Member Self-Assessment
 - Staff Member Assessment of Rector/Priest-in-Charge/Vicar
 - Staff Member Assessment of Vestry as a whole
 - Staff Member Assessment of the Staff as a whole

(EXAMPLE) Letter to the participants of the Mutual Ministry Review

Dear _____

Enclosed you will find the forms to be used for your participation in the Mutual Ministry Review of _____ (church name)

Please take time to pray as you begin to respond to the questions on each of the forms. You may not have any comments to make on some of the questions, which is fine. When you have completed these documents, put them in the envelope and return them to the parish office.

_____ (Convener) will compile all of the documents prior to scheduling with the Rector and the Staff the times for their individual meetings. The Rector will schedule meetings at the conclusion of the process for final reports to the Vestry and Staff. Please return the forms to the parish office not later than _____.

Individual meetings of Staff with the Rector will be scheduled during the week of _____. Thank you for your participation in this important work of reflection and review.

At the end of this process we will ask for feedback and suggestions for improving the _____ Mutual Ministry Review.

Faithfully,

Rector/Priest-in-Charge/Vicar

Convener

Mutual Ministry Review

Church _____

Year _____

Rector's Self-Assessment

1. Based on the feedback I receive from parishioners, fellow staff members and members of the Vestry, I believe these are the things I say or do that most enhance my effectiveness (defined as producing the desired or intended results) in my work.

2. Based on the feedback I receive from parishioners, fellow staff members and members of the Vestry, I believe these are the things I could do better to increase my effectiveness.

3. To most increase my effectiveness, these are the items I wish to attend to during the next 12 months.

Rector's Signature: _____ Date: _____

Mutual Ministry Review

Church _____

Year _____

Rector's Assessment of the Vestry as a whole

1. In general, how would you evaluate the Vestry's work over the past year? What does the Vestry communicate or do that most enhances the effectiveness of its ministry at _____ (Church)?

2. What of your expectations of the Vestry have not been effectively addressed? What does the Vestry communicate or do that detracts from the effectiveness of its ministry at _____ (Church)?

3. What Vestry members are particularly supportive of your ministry on behalf of the parish?

3. How can any particular Vestry member be more supportive of your ministry or of the ministry of the Vestry as a whole on behalf of the parish?

Rector's Signature: _____ Date: _____

Mutual Ministry Review

Church _____

Year _____

Rector's Assessment of the individual Staff member _____

1. In general, how would you evaluate the staff member's work over the past year? What does the staff member say or do that most enhances the effectiveness (defined as producing the desired or intended results) of his/her ministry at _____ (Church)?

2. What of your expectations of the staff member have not been effectively addressed? What does the staff member say or do that detracts from the effectiveness of his/her ministry at _____ (Church)?

3. What should receive the staff member's attention over the next 12 months that would increase the effectiveness of his/her ministry at _____ (Church)?

Staff Member's Signature: _____ Date: _____

Mutual Ministry Review

Church _____

Year _____

Vestry member's individual Self-Assessment

1. Based on the feedback I receive from parishioners, fellow members of the Vestry, and the Rector, I believe these are the things I say or do that most enhance my effectiveness (defined as producing the desired or intended results) in my work.

2. Based on the feedback I receive from parishioners, fellow members of the Vestry, and the Rector, I believe these are the things I could do better to increase my effectiveness.

2. To most increase my effectiveness, these are the items I wish to attend to during the next 12 months.

Vestry Member's Signature: _____ Date: _____

Mutual Ministry Review

Church _____

Year _____

Vestry Member's Assessment of the Vestry as a whole

1. In general, how would you evaluate the Vestry's work over the past year? What does the Vestry communicate or do that most enhances the effectiveness of its ministry at _____ (Church)?

2. What of your expectations of the Vestry have not been effectively addressed? What does the Vestry communicate or do that detracts from the effectiveness of its ministry at _____ (Church)?

3. What Vestry members are particularly supportive of your ministry on behalf of the parish?

4. How can any particular Vestry member be more supportive of your ministry or of the ministry of the Vestry as a whole on behalf of the parish?

Vestry Member's Signature: _____ Date: _____

Mutual Ministry Review

Church _____ Year _____

Vestry Member's Assessment of the Rector/Priest-in-Charge/Vicar

1. In general, how would you evaluate the Rector/Priest-in-Charge/Vicar work over the past year? What does the Rector/Priest-in-Charge/Vicar say or do that most enhances the effectiveness (defined as producing the desired or intended results) of her her/his ministry at _____(Church)?

2. What of your expectations of the Rector/Priest-in-Charge/Vicar have not been effectively addressed? What does the Rector/Priest-in-Charge/Vicar say or do that detracts from the effectiveness of her/his ministry at _____(Church)?

3. What should receive the Rector/Priest-in-Charge/Vicar's attention over the next 12 months that would increase the effectiveness of her/his ministry at _ (Church)?

Vestry Member Signature: _____ Date: _____

Mutual Ministry Review

Church _____ Year _____

Vestry Member's Assessment of the Staff as a whole

1. In general, how would you evaluate the staff's work over the past year? What does the staff communicate or do that most enhances the effectiveness of its ministry at _____(Church)?

2. What of your expectations of the staff have not been effectively addressed? What does the staff communicate or do that detracts from the effectiveness of its ministry at _____(Church)?

3. What staff members are particularly supportive of the ministry of the parish?

4. How can any particular staff member be more supportive of the Vestry or of the ministry of the staff as a whole on behalf of the parish?

Vestry Member Signature: _____ Date: _____

Mutual Ministry Review

Church _____ Year _____

Staff Member's Self-Assessment _____

1. Based on the feedback I receive from parishioners, fellow staff members and the Rector, I believe these are the things I say or do that most enhance my effectiveness (defined as producing the desired or intended results) in my work.

2. Based on the feedback I receive from parishioners, fellow staff members and the Rector, I believe these are the things I could do better to increase my effectiveness.

3. To most increase my effectiveness, these are the items I wish to attend to during the next 12 months.

Staff Member Signature: _____ Date: _____

Mutual Ministry Review

Church _____

Year _____

Staff Member's Assessment of the Rector/Priest-in-Charge/Vicar

1. In general, how would you evaluate the Rector/Priest-in-Charge/Vicar's work over the past year? What does the Rector say or do that most enhances the effectiveness (defined as producing the desired or intended results) of her/his ministry at _____ (Church)?

2. What of your expectations of the Rector/Priest-in-Charge/Vicar have not been effectively addressed? What does the Rector/Priest-in-Charge/Vicar say or do that detracts from the effectiveness of her/his ministry at _____ (Church)?

3. What should receive the Rector/Priest-in-Charge/Vicar's attention over the next 12 months that would increase the effectiveness of her/his ministry at _____ (Church)?

Staff Member Signature: _____ Date: _____

Mutual Ministry Review

Church _____

Year _____

Staff Member's Assessment of the Vestry as a whole

1. In general, how would you evaluate the Vestry's work over the past year? What does the Vestry communicate or do that most enhances the effectiveness of its ministry at _____ (Church)?

2. What of your expectations of the Vestry have not been effectively addressed? What does the Vestry communicate or do that detracts from the effectiveness of its ministry at _____ (Church)?

3. What Vestry members are particularly supportive of your ministry on behalf of the parish?

4. How can any particular Vestry member be more supportive of your ministry or of the ministry of the Vestry as a whole on behalf of the parish?

Staff Member Signature: _____ Date: _____

Mutual Ministry Review

Church _____ Year _____

Staff Member's Assessment of the Staff as a whole

1. In general, how would you evaluate the staff's work over the past year? What does the staff communicate or do that most enhances the effectiveness (defined as producing the desired or intended results) of its ministry at _____(Church)?

2. What of your expectations of the staff have not been effectively addressed? What does the staff communicate or do that detracts from the effectiveness of its ministry at _____ (Church)?

3. What staff members are particularly supportive of your ministry on behalf of the parish?

4. How can any particular staff member be more supportive of your ministry or of the ministry of the staff as a whole on behalf of the parish?

Staff Member Signature: _____ Date: _____