**Virginia Conference**
**Appointment Review for Clergy**

Process for **Appointment Review** in preparation for January Preference Forms (itinerating clergy) or Appointment Request Form (non-itinerating deacons):

1. The Pastor-Staff Parish Committee meets in late November or December <u>with members of the incoming class</u> to define:
   a. Discuss the ministry of your church using the following questions:
       i. What are the priorities for mission and ministry of our church?
       ii. What are our church/charge's three greatest strengths? (be specific)
       iii. In what area(s) does our church/charge need to develop strength? (be specific)
   b. What are the current or anticipated needs for clergy leadership in this Congregation?
       i. (Committee might list all roles or tasks of clergy – and rank them in order of importance for the mission/vision of the congregation)
   c. What are the gifts and skills of clergy that are needed in the life of this congregation now?

2. At that meeting or at the January meeting, the Pastor-Staff Parish Committee would discuss:

   a. What gifts and skills does the appointed clergy possess that are needed most in this church at the present time?

   b. How does the appointed clergy effectively meet the defined needs for clergy leadership in the life of this congregation?

3. At the January meeting, the appointed Clergy would respond to these questions:

   a. What are the needs for clergy leadership in this congregation at this time?
   b. What are my gifts and skills that are needed most in this congregation at this time?
   c. Do I want to be engaged in meeting the defined needs of this congregation in the coming year?
   d. What are the areas of growth that are needed within myself that would help the church fulfill its mission and ministry?
   e. Am I willing to continue to develop these skills for the coming year in serving this congregation?

4. Joint Annual Recommendation to the Cabinet would be submitted to the Superintendent with written summaries of these discussions.