

The United Methodist Church

Eastern Shore District, Virginia Conference

Alexander B. Joyner, District Superintendent
Connie M. Owens, Administrative Assistant



11 March, 2019

To: Staff/Pastor Parish Relations Committee Chairs

Re: 1. Annual **Clergy Evaluation** (Due June 1, 2019)
2. **Annual Review** of the Church-Owned **Parsonage** (Due June 1, 2019)
3. **Training Session** for S/PPRC Committees and Pastors (Tuesday, April 30, 2019)

1. Annual Clergy Evaluation: One of the duties of the Staff/Pastor Parish Relations Committee is to “provide evaluation at least annually for the use of the pastor(s) ...on-going effective ministry and for identifying continuing educational needs and plans”. It is to be completed by S/PPRC and sent to the DS **between April 1 and June 1** of each year. Your annual evaluation is critical to your pastor’s growth and to my supervision of your pastor as well. (§258.2g [5] of the 2016 Book of Discipline). You can download this form from the VA Conference S/PPRC Resources page at <http://www.vaumc.org/page.aspx?pid=3199>; select “Section 5: Annual Evaluation.” (Paper copy is enclosed with this letter)

2. Annual Review of the Church-Owned Parsonage: Whether your church or charge is experiencing a move or not, it is required by the 2016 Book of Discipline, §258.2g (16), that an on-site inspection be made of the parsonage every year. This inspection is made with the Pastor, the Staff/Pastor-Parish Relations Committee Chairperson, and the Trustee Chairperson or Parsonage Committee Chairperson. *The S/PPRC Chair is responsible for setting up the inspection time in consultation with the parsonage family and for forwarding the report to the District Office by **June 1, 2019**.* The parsonage review benefits the parsonage family and the church. It enables the parsonage family to inform the church about repairs, replacements, additions, etc that need to be done at the parsonage. Likewise, it enables the church to know the condition of their parsonage and what needs to be done to keep it in tip top shape. If repairs need to be made, please work out a schedule with the parsonage family to get these done in a timely fashion. Pastors should keep a copy of this inspection in their “Parsonage Records and Information Notebook”. Ministers who anticipate an appointment change, should have this notebook “in sight” and accessible for the new pastor. You can download the “Annual Review” and the “Parsonage Inventory” from the VA Conference S/PPRC Resources page at <http://www.vaumc.org/page.aspx?pid=2997>. (Paper copy is enclosed with this letter)

Thank you for your willingness to care for these important tasks of our church by June 1, 2019.

Stand firm,
Alex

C: Pastors



3. DS Joyner will hold a **training session** for all members of the S/PPRC Committees and pastors on **Tuesday, April 30, 2019, 6:30 – 8pm at St. John’s UMC**, 10352 Atlantic Rd., Atlantic, VA 23303. No fee. Chairs, **please be sure all of your committee members are notified.** Pre-registration not required.