

Appointment Review Process for Clergy

Virginia Conference, The United Methodist Church

The **Appointment Review** process by the Staff/Pastor Parish Relations Committee, takes place between November and late-December each year. This review is a ‘summative evaluation’; one that moves toward a decision or judgment. Such a conversation helps a pastor and congregation decide if they have accomplished all that God seeks to accomplish through their ministry partnership and communicates that consultative feedback to the Bishop and Cabinet. To rephrase this in a question, “Are we at a good place to change leadership or do we have more of God’s work to do together?”

The results of this conversation are reported on the:

- Appointment Preference Form (for elders, provisional elders, associate members, and local pastors), or the
- Appointment Request Form (for deacons and provisional deacons).

Both forms and this instruction document can be found on the conference website at www.vaumc.org/SPPRCResources, under Section 4: Appointment Resources. Use the process and questions outlined on the next page to guide your conversation. The DS will send a reminder email in early November. The appropriate appointment form is to be completed and returned to the district office by **January 1, 2026**.

An annual, professional evaluation of the clergy is conducted between March and May. The Evaluation and Action Report is due to the district office by June 1, annually. The district office will send a reminder email by March 15. Information can be found on the conference website at www.vaumc.org/SPPRCResources, under Section 5: Annual Evaluation.

Appointment Review Process for Clergy

The Staff/Pastor Parish Relations Committee meets in late November or December with members of the incoming class to:

- A. Discuss the ministry of your church using the following questions:
 - a. What are the priorities for mission and ministry of our church/charge?
 - b. What are our church/charge's three greatest strengths? (be specific)
 - c. In what area(s) does our church/charge need to develop strength? (be specific)
- B. What are the current or anticipated needs for pastoral leadership in this congregation?
The committee might list all roles or tasks of the pastor and rank them in order of importance for the mission and vision of the congregation.
- C. What are the pastoral gifts and skills that are needed in the life of this congregation currently?

At that meeting or at the December meeting, the S/PPRC would discuss:

- D. What gifts and skills does the current pastor possess that are needed most at the present time, in this congregation?
- E. Does the current pastor effectively meet the defined needs for pastoral leadership in the life of this congregation? Be specific about how or why not.

At the December meeting, the current pastor should be prepared and invited to respond to these questions:

- a. What are the needs for pastoral leadership in this congregation currently?
- b. What are my gifts and skills that are needed most in this congregation currently?
- 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 me 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?

Jointly, the clergy and S/PPRC complete and submit the [Appointment Preference or Request form to the Cabinet](#). Attached to this form would also be a written summary of these discussions, or copies of the meeting minutes from both months.

The appointment form and summary/minutes are due to the district office no later than January 1, 2026.