

CHARGE CONFERENCE FORM #5: SPRC Appointment Request & Evaluation

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf5_sprcrequest

WHY THE SPRC REQUEST & PASTORAL EVALUATION IS REQUIRED

This report is intended to communicate the request of the Staff-Parish Relations Committee to the District Superintendent regarding appointment of clergy and assignments of Lay Persons Assigned. The evaluation is for the calendar year 2026 (Jan - Dec 2026) as required by *The Book of Discipline 2020/2024* ¶334.2, and the appointment recommendation is for the 2027-2028 appointment cycle (July 2027 - June 2028). The Bishop and the Cabinet take this information into consideration as one of many factors in the appointment process. The goal is to share the positive and growing edges of your pastor and congregation. If your pastor is in her/his first few months of being appointment, please do your best to base the content of this report on what you have experienced and expect thus far. **The request submitted in this form is a request only.**

WHO COMPLETES THIS REPORT

This report is to be completed by the SPRC Chair, who may call on the Lay Leader(s) and other members of the Staff-Parish Relations Committee (or equivalent) as needed to complete the form. Complete one form for each appointed clergy person or Lay Person Assigned at your church.

WHEN THIS REPORT SHOULD BE COMPLETED

Complete and sign at least one week before charge conference, or by November 30, 2026, whichever is sooner.

IMPORTANT WHAT HAPPENS TO THIS REQUEST & EVALUATION

This form is **not a public document and may not be published or shared with the church membership**. Because this is a confidential supervisory form, an option to send the church office is not included. In addition, this form does not record answers live. If you abandon the form, or save it and leave it for 30 days without submitting, your work will be gone. This policy is in place to limit access to supervisory information you are entering into the form. The form is delivered only to the District Superintendent & District Office. If the Clergy Member submitting the form loses or deletes their personal copy, please contact your District Office.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Many questions on this report are repeated each year, so a previous report will be useful to completing this one.
- This worksheet to prepare to complete this form.

DISTRIBUTION OF REPORTS: The information submitted in this report is, in general, not accessible by conference staff with the exceptions noted here. When this form is submitted, the following individuals receive a copy of the report as a PDF attachment with the included information. You do not need to email your form separately to any of the individuals named below.

- **Staff-Parish Relations Chair**
- **Clergy Member or Lay Person Assigned** signing the form
- **District Superintendent & District Office**
- This form is **not archived** by the conference.

REPORT YEAR		
ABOUT THE LOCAL CHURCH		
This form is not a public document. Do NOT include it in the Charge Conference packet for distribution.		
A. DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST	
B. LOCAL CHURCH		
C. SPRC CHAIR NAME		
D. SPRC CHAIR EMAIL		
E. SPRC CHAIR PHONE		
F. AVERAGE IN-PERSON WEEKLY WORSHIP ATTENDANCE TO DATE FOR CURRENT YEAR		
G. AVERAGE ONLINE WEEKLY WORSHIP ATTENDANCE TO DATE FOR CURRENT YEAR		
H. AVERAGE WEEKLY WORSHIP ATTENDANCE TO DATE FOR CURRENT YEAR (F + G)		
ABOUT THE APPOINTED PASTOR OR LAY PERSON ASSIGNED		
I. PASTOR / LPA NAME		
J. PASTOR / LPA EMAIL		
K. PASTOR PRIMARY PHONE		
L. CLERGY RELATIONSHIP	Choose from UMC ELDER IN FULL CONNECTION (FE / OE) UMC DEACON IN FULL CONNECTION (FD / OD) UMC PROVISIONAL ELDER (PE / OP) UMC PROVISIONAL DEACON (PD / OP) UMC ASSOCIATE MEMBER (AM) APPOINTED LOCAL PASTOR (FL / PL / OL) AFFILIATE MEMBER (AF) MEMBER OF OTHER DENOMINATION (OF) LAY PERSON ASSIGNED (LPA)	
M. YEARS IN PRESENT LOCATION AS OF END OF THIS APPOINTMENT YEAR (JUNE 30)		
I. APPOINTMENT RECOMMENDATION FOR NEXT APPOINTMENT YEAR		
1. RECOMMENDATION OF THE SPRC ON OUR PRESENT APPOINTMENT	Choose from RETURN (We would like our pastor to return to this congregation for the next appointment year.), MOVE (We would like to request a change in pastor for the next appointment year.), EITHER (We are open for our pastor to stay or move.), Or OTHER (Explain).	

2. REASON FOR THE REQUEST.	
3. WE HAVE INFORMED OUR PASTOR OF OUR REQUEST.	Choose from HAVE INFORMED or WILL INFORM.
4. DATE OF MEETING WITH PASTOR	
5. THE FOLLOWING PEOPLE WERE / WILL BE PRESENT WHEN THE RECOMMENDATION WAS SHARED.	
ii. EVALUATION OF PASTOR OR LAY PERSON ASSIGNED The duties of a pastor are described in ¶340 of The Book of Discipline. Pastors have a four-fold ministry of Word, Sacrament, Order, and Service. A pastor will not excel in all areas, nor should the congregation expect pastoral proficiency in all areas. It is the responsibility of the SPRC and the pastor to determine what mission, ministry, and pastoral skills are necessary. There may be issues of concern that pastors and congregations must work through. The Bishop and District Superintendents expect that congregations and pastors will use "The Rule of Christ" (Matthew 18) to directly and honestly, with mutual accountability, address issues of concern. If resolution is not possible after following this method, the chairperson and/or the pastor are encouraged to contact the District Superintendent.	
6. THE SPRC (OR EQUIVALENT) ACKNOWLEDGES THAT THIS FORM IS ONLY ONE PART OF AN ONGOING CONSULTATION PROCESS BETWEEN THE DS AND THE SPRC.	Click the box to acknowledge: THE SPRC AGREES TO BE IN COMMUNICATION WITH THE DISTRICT SUPERINTENDENT REGULARLY.
7. DESCRIBE THE PASTOR'S STRENGTHS, SKILLS, AND LEADERSHIP STYLE. CITE EXAMPLES.	
8. IN WHAT AREA DOES THE PASTOR NEED TO IMPROVE OR SEEK TRAINING IN WORKING WITH THE CONGREGATION? IN WORKING WITH THE COMMUNITY?	
9. WHAT ARE 3 MEASURABLE GOALS THE CONGREGATION HAS ACCOMPLISHED THIS YEAR?	
10. WHAT ARE 3 MEASURABLE GOALS FOR THE COMING YEAR? HOW IS YOUR CURRENT PASTOR UNIQUELY GIFTED TO LEAD YOU IN ACCOMPLISHING THESE GOALS?	
11. WHAT CHALLENGES OCCURRED IN THE LIFE OF THE CONGREGATION IN THE PAST YEAR AND HOW HAS THE PASTOR ADDRESSED THEM? HOW WAS THE SPRC INVOLVED?	
12. IN ACCORDANCE WITH THE BOOK OF DISCIPLINE 2020/2024 (¶334.2), EVERY CLERGYPERSON IS TO BE EVALUATED AND APPOINTED ANNUALLY. GIVEN THAT REALITY, PLEASE CONSIDER WHAT IT WOULD MEAN FOR YOUR MINISTRY IF YOUR CURRENT PASTOR WERE TO BE RE-ASSIGNED ("RETURNED")—WHAT WOULD BE THE IMPACT TO YOUR MINISTRY? IF YOUR CURRENT PASTOR WERE NOT RE-ASSIGNED ("MOVED"), WHAT WOULD BE THE IMPACT TO YOUR MINISTRY?	

13. HOW MANY WEEKS OF VACATION OR LEAVE HAS YOUR PASTOR TAKEN THIS YEAR?	Choose from LESS THAN 1 WEEK, 1 WEEK, 2 WEEKS, 3 WEEKS, or 4 WEEKS OR MORE.
14. HAS THIS PASTOR TAKEN A SPIRITUAL RENEWAL LEAVE DURING THE TIME APPOINTED TO THIS CHURCH?	Choose from YES or NO.
15. DESCRIBE WHAT WORK THE SPRC HAS DONE WITH THIS PASTOR TO CREATE A SELF-CARE PLAN.	
iii. CHURCH & STAFF-PARISH RELATIONS COMMITTEE SELF EVALUATION	
16. WHAT ARE SPECIFIC AREAS IN WHICH THE STAFF-PARISH RELATIONS COMMITTEE MOST NEEDS STRENGTHENING? WHAT ARE SOME SUCCESSES OF THE SPRC?	
17. HOW OFTEN DOES THE COMMITTEE MEET? IN WHAT WAYS DOES THE COMMITTEE ENGAGE AND SHARE THE CONGREGATION'S AND STAFF CONCERNS AND DESIRES?	
18. IN ORDER TO FACILITATE YOUR CHURCH'S CONSULTATION PROCESS WITH THE DISTRICT SUPERINTENDENT(S) ABOUT FUTURE APPOINTMENTS, PLEASE SHARE THE QUALITIES, GIFTS, AND GRACES IN A FUTURE PASTOR THAT YOU BELIEVE WOULD BEST SERVE YOUR CONGREGATION. (This information is requested whether or not the committee is requesting a change of appointment.)	
iv. PASTOR OR LAY PERSON ASSIGNED AGREEMENT	
<i>The pastor or lay person assigned's signature acknowledges that this document has been received. The clergyperson can convey whether they agree or disagree with the assessment by the SPRC below by checking the applicable box during the signature process. The SPRC chair cannot complete this field in advance. A response can only be registered by the Clergy/LPA during the signature process.</i>	
During the signature process, the clergy person or lay person assigned will be given the option to AGREE WITH ASSESSMENT DO NOT AGREE WITH ASSESSMENT or to not take a position (not choose either). This option is not available prior to submission, only when the form comes to the pastor or lay person assigned to sign.	