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|  | <b>Zion Lutheran Church Mutual Ministry Handbook</b> | <b>SOP # 5</b>                   |         |
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# Mutual Ministry Handbook

## The Evangelical Lutheran Church Zion of Middletown, Maryland

*“For there is a proper time and procedure for every matter . . .”*  
Ecclesiastes 8:6

### PREFACE

This manual was revised and adopted with prayerful guidance by the founding mutual ministry committee of The Evangelical Lutheran Church Zion of Middletown, Maryland during the fall of 2021.

**TO: ALL Committee Members**

The following pages contain policies and procedures established by Zion Lutheran Church for how the mutual ministry committee will function in this congregation. Please read this handbook carefully. Any further questions may be directed to the Pastor(s). We thank the Congregational Council President Shelly Gladhill and the Personnel Committee Chair, Bruce McIntosh for their contributions to this document.

May God bless you in all you do!

Sincerely,

MUTUAL MINISTRY COMMITTEE FOUNDING MEMBERS: Pastor Diane Day, Pastor Matthew Day, Carrie Basler, Jeff Derr, Linda Kinna-Engel, Jack Newkirk, II, Alexa Masser, Jennifer Perry, Patricia Staples

## MUTUAL MINISTRY

### Adapted from a Greater Milwaukee Synod document

#### Mutual Ministry Mission Statement

Mutual Ministry is a call to a wider vision of the church as the interconnected Body of Christ. All the baptized are linked together as God's people in a shared purpose and a common adventure in the service of Jesus Christ in the world.

The marks of mutual ministry:

- mutual communication
- mutual growth
- mutual accountability
- mutual affirmation
- mutual vision

Together as a Mutual Ministry Committee we commit ourselves to strengthen the life and mission of The Evangelical Lutheran Church Zion of Middletown, Maryland, a congregation of The Delaware-Maryland Synod of the Evangelical Lutheran Church in America.

We are called to care and pray for the leaders of this congregation. We believe that God's power is meant to be shared with and for others, not over others. We intend to share this ministry for the sake of the Gospel.

#### Our Goals

1. Mutual communication means listening and speaking, advocating and clarifying the expectations of ministry together, as well as addressing the needs of our congregation. Our goal is to listen carefully and to speak with the people of our parish.
2. Mutual growth means encouraging our leaders and all our members to participate in continuing education. We intend to assist our rostered leaders in the planning of their continuing education so that the corporate ministry is strengthened.
3. Mutual accountability means assessing the growth of both rostered leaders and congregation. We intend to discern and nurture all the resources of people which God has placed in our midst.
4. Mutual affirmation means celebrating the gifts God gives to our congregation to lead in ministry together. We intend to share such affirmations specifically and personally.
5. Mutual vision means to imagine what God's particular plan is for our congregation and what might happen if leaders and members were to make a renewed commitment to the shared vision. We intend to set aside time and to develop a process so that this vision can be widely shared.

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**Table of Contents**

|  | <u>Paragraph</u> | <u>Page</u> |
|--|------------------|-------------|
| <b>PREFACE</b>   |                  |             |
| Welcome Letter   |                  | 1           |
| Mutual Ministry Mission Statement  |                  | 2           |
| Our Goals  |                  | 2           |
| <b>SECTION 1.000: Introduction</b>   |                  |             |
| Mutual Conversation and Consolation  | 1.100            | 5           |
| <b>SECTION 2.000: Theological Reflections: We Have This Treasure in Earthen Vessels</b>  |                  |             |
| Earthen Vessels  | 2.100            | 6           |
| When The Vessel is Empty   | 2.200            | 6           |
| Vessels Don't Fill Themselves  | 2.300            | 7           |
| Mutual Ministry Committee  | 2.400            | 7           |
| <b>SECTION 3.000: Mutual Ministry Committee: It Doesn't Just Happen!</b>                 |                  |             |
| Some Things To Be Avoided  | 3.100            | 8           |
| Some Things To Do  | 3.200            | 8           |
| Purpose  | 3.300            | 8           |
| Membership   | 3.400            | 9           |
| Qualities and Skills   | 3.500            | 9           |
| Numbers and Length of Term   | 3.600            | 9           |
| Accountability and Reporting   | 3.700            | 10          |
| <b>Section 4.00 Mutual Ministry at Work: A Vision for Building up the Body of Christ</b> |                  |             |
| Listening and Clarifying   | 4.100            | 11          |
| Sharing and Communicating  | 4.200            | 12          |
| Reviewing and Revising   | 4.300            | 13          |
| <b>Section 5.00 Definitions: The Place to Start</b>                                      |                  |             |
| Your Expectations  | 5.100            | 14          |
| New Committee or Old?  | 5.200            | 14          |
| Job Description for Your Committee   | 5.300            | 14          |
| Staff - Congregation Partnership   | 5.400            | 14          |
| Pastor Evaluation  | 5.410            | 15          |
| <b>Section 6.000 Agenda: Mutual Ministry Throughout the Year</b>                         |                  |             |
| Suggested Annual Agenda  | 6.100            | 16          |
| Generic Meeting Agenda   | 6.200            | 17          |
| Shared Planning of Continuing Education  | 6.300            | 17          |

**Appendices**

|    |   |    |
|----|---|----|
| A. | Definition of Compensation, Benefits, And Responsibilities for Ministers of Word and Sacrament Under Call | 19 |
| B. | Supplement to the Definition of Compensations, Benefits and Responsibilities of Pastors Document          | 23 |
| C. | Job Description   | 25 |
| D. | Performance Evaluation Form   | 28 |

## Section 1.00 Introduction

### 1.10 Mutual Conversation and Consolation

God has entrusted the Gospel to earthen vessels – people like you and me. As earthen vessels, Christians can both empty themselves for others and they can be filled from another. Pastors and other called leaders have assumed the responsibility to be servant-leaders for the church.

Day after day they are expected to care for others. Day after day through calling, meeting, writing, teaching, planning, preaching, speaking, laughing and crying—these servant-leaders care for others. Day after day, these servant-leaders empty themselves for the sake of the Gospel. And that is what should happen. But there comes a time for mutual ministry. A time to care for those who are our servant-leaders.

Some may ask, “But why another committee? We’re already too busy!” That, I suggest, is the very reason we need mutual ministry. Councils and programmatic committees have far too many things on their agendas. Pastors and other called leaders have far too many appointments, meetings, and demands placed on their time. And in the midst of all this business, no one takes time for what Luther called the “mutual conversation and consolation among Christians.”

The evidence is all too clear. Clergy burnout. Sexual boundaries crossed. Broken marriages. Bickering congregations. These are symptoms of busy people who do not set aside time for the mutual conversation and consolation called for by Luther. In short, our busy schedules cry out for mutual ministry.

Why another committee? Because God has entrusted the Gospel to earthen vessels, and vessels like you and me require some intentional care: some refilling, some renewing, some refreshment in the midst of busy times.

The original organizing documents of the ELCA Model Constitution for Congregations, in chapter 13, called for a Staff Support Committee within each congregation. We have learned much in these first seven years of the ELCA. Congregations have adapted our suggestions to meet their needs. New insights have been gained about family systems, the need for boundaries, and causes of burnout. To convey more clearly the focus, we are now using the title of Mutual Ministry Committee rather than the previous term of Staff Support. Each “called leader” is normally a full member of a Mutual Ministry Committee. Other support staff persons (secretaries, musicians, custodians, administrators, etc.) may come under the care of the committee but they are not regular members of it.

This SOP will be updated and reviewed annually.

## **Section 2.000 Theological Reflections: We Have This Treasure in Earthen Vessels**

For some it may be a scandal that God chose to use an earthen vessel - Jesus of Nazareth - as the vehicle for salvation. But that is the biblical story and that is what theologians call the incarnation. In turn, Jesus of Nazareth chose twelve persons - earthen vessels - for his disciples. Pentecost is the account of God's Spirit spreading throughout the world through human vessels - people of every color, gender, age, and language. Earthen vessels may be a scandal of particularity for some, but it is the focus of mission and ministry in the New Testament.

### **2.10 Earthen Vessels**

God chose to entrust the gospel to earthen vessels - human beings like you and me. For Paul, this imagery took on vital theological significance - ". . . we have this treasure in earthen vessels to show that the transcendent power belongs to God and not to us" (II Corinthians 4:2).

Earthen vessels do make good carriers. They can be filled. They can be emptied. They can be filled and emptied again. And again. And again. But earthen vessels demand some care in their handling. Vessels can be upset, rims chipped, parts broken and the contents can be lost!

Our baptism prepares us for a ministry of earthen vessels - a life of being filled and being emptied. At the same time, it calls for a ministry to earthen vessels - a mutual ministry to one another. Without this mutual ministry our earthen vessels will soon be empty and have no ministry for the world.

Through the waters of Holy Baptism, you and I - earthen vessels - are made carriers of the gospel and made members of the one holy, catholic, apostolic church. For this reason, the Evangelical Lutheran Church in America (ELCA) speaks of the "ministry of the baptized people of God."

*"This church affirms the universal priesthood of all its baptized members. In its function and its structure this church commits itself to the equipping and supporting of all its members for their ministry in the world and in the church. It is within this context of ministry that the church calls or appoints some of its baptized members for specific ministries in the church" (Constitution of the ELCA 7.11; emphasis added).*

It is the water of baptism that fills us for the ministry we carry into the world as the baptized people of God. Thus, mutual ministry is the equipping and supporting of all baptized members (earthen vessels) so they can, in turn, carry the gospel into the world and into the church.

### **2.200 When The Vessel is Empty**

Committed Christians soon find out, however, that carrying the gospel in earthen vessels into the world and into the church is a never-ending task. Day after day there are new opportunities to empty ourselves. But that's what ministry is all about!

We need a place where we can be refilled. Fortunately, our weekly corporate worship is such a place. God promises to be present in word and sacrament so these earthen vessels can be refilled and refreshed.

Our Lutheran liturgy is designed for earthen vessels. We begin with the cleansing of confession and the words of affirmation for what has been spilled. We are filled. "The body of Christ given for you. The blood of Christ shed for you." Being filled we are told to go in peace and serve the Lord!

As an earthen vessel we need that cleansing and filling every week. As earthen vessels, we are indebted to our pastor and the worshiping community for the cleansing, filling, and refreshing experience of corporate worship.

### **2.300 Vessels Don't Fill Themselves**

Paul's image of the gospel being in earthen vessels has another valuable theological insight. Vessels don't fill themselves! Water does not come from wishing for it. Burnout is not overcome by trying harder. Sin does not disappear by our good efforts. Luther said it clearly - God's Word always comes from outside. God's love always is mediated to us.

But where is the religious leader filled and renewed? Each week your pastor stands before the congregation and says, "I therefore declare to you the entire forgiveness of your sins." But who speaks the word of assurance and absolution to your pastor?

Confession and absolution are a renewing power possessed by all baptized Christians. The Small Catechism calls it the "office of the keys" - the authority which Christ gave to his church to forgive the sins of those who repent. The Large Catechism puts it more bluntly. "Now, all of us are debtors one to another, therefore, we should and we may confess . . . no one being afraid of anyone else. Thus, by divine ordinance Christ himself entrusts absolution to his Christian church and commands us to absolve one another from sins." (Book of Concord, Tappert Edition, page 458).

Confession and absolution. Mutual conversation and consolation. Out of our Lutheran heritage come these theological themes which lay the foundation for mutual ministry.

### **2.400 Mutual Ministry Committee**

According to Zion's constitution C13.04. Mutual Ministry Committee(s) There shall be a Committee of Mutual Ministry appointed by the Executive Committee. In the absence of a Mutual Ministry Committee the duties shall be performed by the Executive Committee. Terms of the office shall be two years with three new members elected after two years. This is also referenced in Bylaws: SECTION 20- There shall be a Committee of Mutual Ministry appointed by the Executive Committee and the Pastor. In the absence of a Mutual Ministry Committee the duties shall be performed by the Executive Committee. Terms of the office shall be two years with three new members elected after two years. Without question, mutual ministry is basic to our Lutheran theology and necessary for earthen vessels to whom God has entrusted the gospel.

### **3.00. MUTUAL MINISTRY COMMITTEE**

#### **It Doesn't Just Happen!**

Mutual ministry doesn't just happen. Simply appointing a committee won't help much. Committees are made up of people - earthen vessels - who themselves need to be filled for their work. The concept of a Mutual Ministry Committee may be a totally new idea for some people in your congregation. Some members may lack clarity regarding the task of such a committee. Some may see the task of such a committee as merely "hand holding." At times, committees can easily forget to whom it is that they are accountable. It is necessary, therefore, to start by clarifying the purpose of a Mutual Ministry Committee and identifying some of the organizational details which are important.

The idea of a Mutual Ministry Committee is not totally new. Congregations have had similar committees for years under the name of pastoral care, pastor parish relations, personnel, and staff support committees. During the past twenty years, we have learned some things that are beneficial and some things that need to be avoided.

#### **3.100 Some Things To Be Avoided**

- Do not start a Mutual Ministry Committee at time of conflict.
- Do not see a Mutual Ministry Committee as a way "to get rid of the pastor."
- Do not wait and meet only when there is dissatisfaction.
- Do not use a Mutual Ministry Committee for counseling or therapy.
  
- Do not use a Mutual Ministry Committee to do tasks belonging to the congregation council: i.e., preparing position descriptions; matters of clarifying accountability.

#### **3.200 Some Things To Do**

- Include the pastor, and any other called leaders, as part of the committee.
- Begin with the vision of strengthening the mutual ministry of all baptized.
- Have all members read the handbook.
- Have the committee appointed by the congregation council.
- Set up a yearly agenda and a regular meeting time.

#### **3.300 Purpose**

Affirming and strengthening the mission of the congregation and the ministry of the staff is the primary purpose of a Mutual Ministry Committee. This is done not through programs but through:

- Listening and clarifying
- Sharing and communicating
- Reviewing and reflecting Why bother having another committee? Isn't it the job of the whole people of God to carry out mutual ministry? Of course! If it were not for sin, the church would probably be a perfect community and not need such a group. But God chose to entrust the gospel to human beings - earthen vessels. The reality of sin requires that we must be intentional about mutual ministry. Many congregations have been working with some form of a Mutual Ministry Committee for two decades or more. Out of these years of experience, congregations have reported these benefits:
  - Developed open communication about the expectations, attitudes, and concerns within the congregation, the community, and the staff;

- a. Were able to identify early warning signs of misunderstandings;
- b. Became a “Listening Post” for pastor and people;
- c. Served as a group where the pastor and staff could test new ideas;
- d. Conducted annual review and affirmation of staff;
- e. Were a “sounding board” in time of personal, professional stress;
- f. Planned continuing education that benefitted both the mission of the congregation and the ministry of the staff;
- g. Each year assessed the working conditions, compensation, housing, benefits, etc., provided for the pastor and other staff.

### **3.400 Membership**

From past experience, congregations have learned some important matters related to how a Mutual Ministry Committee might best function. First, it is clear that a Mutual Ministry Committee should not be the congregation council. Council members are elected in light of fitness for overall guidance of parish life rather than being selected for this special task. Second, the committee should be selected by president and pastor, not elected by the congregation, with the appointments ratified by the congregation council. Third, never should the group selected be simply an informal gathering of “friends of the staff.” All this means that a Mutual Ministry Committee should be intentionally selected as prescribed and held accountable to the congregation council. The committee should reflect the age, race, gender, and economic composition of the congregation and the community. Committee members should be persons who are committed to the vision of our whole church, the mission of the congregation, and the ministry of the staff. There will be a designated liaison with council for regular reporting and channeling of recommendations.

### **3.500 Qualities and Skills**

Committee members, like earthen vessels, come in a variety of sizes, shapes, colors, and conditions. Each congregation, of course, will need to determine the variety of persons who will be most helpful. Some qualities and skills committee members need are:

- Ability to keep confidences
- Sensitivity to the feelings of others; in touch with their own feelings
- Understanding of the Christian faith and the vision of the ELCA as manifest in the congregation, the synod; and the church wide organization
- Ability to speak candidly but with care
- Non-anxious presence with objectivity

### **3.600 Numbers and Length of Term**

The Mutual Ministry Committee will be composed of 6 congregational members. “Term of office shall be two years, three members to be appointed each successive year.” (C13.04) During the first year, three members serving one-year terms will be appointed. The constitution here suggests that three persons would be appointed each year for a two-year term. At the conclusion of the two years, each person would be eligible for reappointment, or a new member could be added into the rotation. In addition to the congregational members, the pastor/called staff is/are a member of the committee. The committee meets only if one or more of the staff members are present. Mutual ministry requires that staff be seen as full participants in all the work of the committee. Vacancies created by members resigning before the end of their term will be replaced by a council appointment.

### **3.700 Accountability and Reporting**

#### *a) To the congregation council*

As a committee of the council, the Mutual Ministry Committee should report regularly to the congregation council. Recommendations about annual salary, benefits, specific duties for the coming year which are part of the "Definition of Compensation, Benefits, and Responsibilities" form used in the annual review, are forwarded to the Personnel Committee in regard to Called staff only.

#### *b) Responsibility of the Personnel Committee.*

Bylaws: SECTION 18--There shall be a Committee on Personnel Administration having the responsibility for filling vacant staff positions; coordinating yearly evaluations for church staff; making budgetary recommendations regarding staff salaries to the Finance Committee; serving as liaison between the congregation and church staff and supporting the Pastor's efforts to meet the needs of the congregation.

#### *c) To one another*

Committee members must remember that they are accountable to one another for maintaining discretion or confidentiality when personal information is shared during a meeting. This commitment and understanding regarding confidentiality is essential. From time-to-time certain information may be shared during a meeting that cannot be shared outside the group unless permission is clearly given by the one who has shared it. An important part of mutual ministry is how we handle sensitive information. Reports to the congregation council or the annual congregation meeting summarize the work of the committee and state formal recommendations but need not disclose confidential items or detailed background information when the matters are personal. Meeting minutes will be kept and reviewed and approved by committee members prior to submission to council. Let discretion be an important guide.

#### *d) To the congregation*

Each annual meeting of the congregation should receive a report of the work of the committee during the past year and the committee's plans for the coming year. Before minutes are provided for the council, it will be reviewed by the committee. Adjustments should be made to specific duties or working conditions. Priorities for staff time and staff assignments are all valuable information to be shared with all members of the congregation.

## **4.00. MUTUAL MINISTRY AT WORK**

### **A Vision for Building up the Body of Christ**

The Mutual Ministry Committee will want to deal with topics and concerns that are important for your congregation, staff, and community. This section of the manual explains the three main purposes of having a Mutual Ministry Committee.

#### **4.100 LISTENING AND CLARIFYING**

*“What concerns me is not the way things are, but rather the way people think they are.” (Epictetus)*

Peter Steinke describes it so well in his book, *How Your Church Family Works*. Each congregation is an emotional system and within that family people see things differently. Steinke offers helpful observations:

*“The church family has its ‘distancers’ in the nonactive and the quitters. It has its share of ‘fusers’ who consider the church family to be their property. Moreover, people act out their own unfinished agendas in other relationships with members of the congregation. Some are intent on haranguing others so that they do not have to change themselves. Some are forever cheating others out of their birthright for their own special place in the family. Still others form a crankiness crowd, looking for external conditions to explain their own unhappiness. And what church family doesn’t have a sunshine squad? Fearful of differences and differing, they brighten the family’s life and distract from threatening storm clouds.”*

In every congregation there will be differences in expectations. Staff may have one set of expectations about the mission of the congregation while the members have another. Differing viewpoints, left unclarified, can and often do lead to conflict. Conflict is basically the failure to understand the other point of view and the refusal to grant the other person the privilege of holding a point of view different from one’s own.

Thus, the first task of a Mutual Ministry Committee is finding ways to listen to one another. Studies have shown that the most common cause of conflict in a congregation is unclear expectations. It is estimated that 70 to 80 percent of all “forced” staff resignations are the result of mixed or unclarified expectations. Clarification of expectations begins by listening - to the called leaders - to the congregation.

Another issue is role clarification. Who is responsible for what? Is there a position description written for each staff person? Many members see a staff person only on Sunday morning and honestly do not understand the many responsibilities carried out on the other six days of the week.

A third part of listening and clarifying is to pick up early warning signs of any dissatisfaction in the congregation concerning staff. Why is the pastor’s energy level so low? Why is our worship attendance and weekly offerings declining? Why do people not want to serve on council? We make assumptions and seldom take time to listen. Sending a questionnaire to the congregation is not a very personal, or helpful, way of trying to listen. A better way to listen might be through small group discussions, doing interviews with selected members, setting up “let’s talk” sessions on Sunday morning, etc. The same is true regarding your staff. Elaborate evaluation forms are not nearly as helpful as simple face-to-face conversations. Much can be learned from talking about the joys/satisfactions and the frustrations/disappointments of the past year.

A fourth opportunity for listening and clarifying is to provide a “sounding board” for new or creative ideas. Invite the staff to test one new, even foolish idea for the committee at each meeting. Don’t debate. Listen. Keep a list. Some ideas just might provide new directions at the right time. Refer these to the

congregation council or the appropriate committee for implementation. Others may simply better be left on the list.

Thus, the first step toward building up the body of Christ is listening and clarifying. It is through listening, conferring, clarifying, forgiving, and reconsidering that the ministry of the whole body of Christ can be strengthened.

### **4.200 SHARING AND COMMUNICATING**

*“The main problem is not the differences in points of view; it is the emotional reactions to the differences.”  
(Michael Nichol)*

A fourth opportunity for listening and clarifying is to provide a “sounding board” for new or creative ideas. Invite the staff to test one new, even foolish idea for the committee at each meeting. A fourth opportunity for listening and clarifying is to provide a “sounding board” for new or creative ideas. Invite the staff to test one new, even foolish idea for the committee at each meeting. So often we want to rush into the agenda, or to get on with the business so that we don’t take time to share with one another. Our personal lives are filled with good times and bad times. To all of these things in life, we react emotionally. Congregations need to foster some safe places where members might be able to talk about such things. Where is the safe place for staff to personally share? Could your Mutual Ministry

Committee model what Luther called for when he spoke about the “mutual conversation and consolation of Christians?” To model this in your Mutual Ministry Committee will demand a level of candor that does not come easily for most Christians today. At the same time, it will require a commitment of confidentiality. That, too, does not come easy. Therefore, part of the expectations outlined for members in the job description for a Mutual Ministry Committee will be confidentiality. Most of the time, probably 95 percent, what you talk about is public information and conversation. But there may be times when things are shared that will require all members to hold what has been said in confidence. It may be sharing by a staff member or by a member of the committee. Or it may be sharing about someone or something in the congregation.

Gossip can destroy community. It can bring illness into a healthy congregation. It is important, therefore, not to spread anonymous criticisms or listen to anonymous comments. Mutual ministry can never permit someone to say “I can’t tell you who told me this, but...” if there is no name, there is no credibility to what is being said.

This raises a third purpose of sharing and communicating. If mutual conversation and consolation happen, there will be times when confession and absolution will be needed. It is strange that we tend to limit confession and absolution to our liturgy on Sunday morning. Each Sunday we offer our general confession of “thought, word and deed.” In response each Sunday our pastor pronounces words of absolution. But why does this happen only on Sunday? Why is the pastor the only one to speak words of absolution? Where does the pastor/called leader receive a spoken word of absolution and forgiveness?

A fourth dimension of sharing and communicating is how we interpret the ministry and expectations of staff to all other members of the congregation. Each year, in most congregations, staff should have some new emphasis or priority in ministry. The “Definition” form related to the Call provides for seven things which will receive special attention during the coming year. How are all members of the congregation kept abreast of this list of seven? What recommendations are forwarded to council, or other committees, related to shifts in emphasis or staff time? The committee can provide a full report not only of its work, but the work of staff as well, in the annual report for the congregation meeting. Finally, a regular column in your monthly newsletter can go a long way toward promoting and understanding mutual ministry.

### 4.300 REVIEWING AND REVISING

*“If the blind lead the blind, both shall fall into the ditch.” (Matthew 15)*

Sin blinds us all - called staff and lay members. That is why reviewing and revising can only be done in light of the first two purposes for a Mutual Ministry Committee - listening and clarifying, sharing and communicating.

So often an annual review is misunderstood as an “evaluation” of staff. If our vision is mutual ministry, then the scope of an annual review should be both the ministry of the pastor/called leader and the mission of the congregation. In short, the goal of any evaluation or review is the “building up the body of Christ” (Ephesians 4:12) - not finding fault!

Pausing to evaluate, to celebrate our success, to review our strategy for the future, is the only way to avoid walking blindly and falling into the ditch. Membership needs change. Our communities change. Our pastor/called staff change. Thus, we must constantly be checking our directions. If there is not some revision each year, then it probably suggests that we are not going anywhere.

Each meeting of the Mutual Ministry Committee will contain some element of reviewing and revising, but at least once a year devote one full meeting to an annual review of the Pastor(s) and Ministries of the church. Many procedures and forms are used in the business world to evaluate performance. Unfortunately, many of these approaches are simply not well suited within the church.

In the “Definition” form (*Definition of Compensation, Benefits, And Responsibilities for Ministers of Word and Sacrament Under Call*) [ or the basis of the Pastor’s job description (See Appendix A)] related to the call there are possibilities of listing emphases of staff ministry and ways the congregation will encourage and support the ministry. Each year this document can serve as the basis for reviewing and revising. Each year the Mutual Ministry Committee can discuss with the staff the seven priorities. Each year, the Mutual Ministry Committee can review the ways the congregation has committed itself to support the ministry. Each year we can find ways which were helpful and determine what might be even more helpful during the coming year.

It is out of such ongoing dialogue that the ministry of the whole people of God is strengthened. It is out of such dialogue that mutual ministry can develop within the life of your congregation. The next chapter will help us define some of the terms related to your work on Mutual Ministry Committee.

## 5.00 DEFINITIONS

### The Place to Start

#### 5.100 Your Expectations

A Mutual Ministry Committee will not provide any magical answers, but it will provide a place to begin to define your vision for building up the body of Christ within your congregation.

A Mutual Ministry Committee will not change your pastor into “exactly what you want,” but it will provide an arena for the two of you to define your differences and respect each other as partners in ministry.

A Mutual Ministry Committee will not solve all personal problems for staff or members, but it will be a “safe place” for mutual conversation and consolation. A place of forgiveness, absolution and renewal.

#### 5.200 New Committee or Old?

It is tough to teach an old dog new tricks. In the same way, it is often difficult to redirect the work of the committee that has been working with an agenda other than mutual ministry. Sometimes it is simply easier to start with a clean slate. But that is for you, your congregation, your pastor, to define and to decide.

There are, however, some proven times when starting a Mutual Ministry Committee is easier than other times.

1. The most successful time to start a Mutual Ministry Committee is within the first year after a new pastor/called staff person has arrived. At this time, several members of the call committee are obvious selections for the Mutual Ministry Committee. Some synods, in fact, are making this a part of the call process. A synod staff person will return to the congregation about nine months after the official call action, review the working relationship, and assist in the establishment of a Mutual Ministry Committee.
2. The second most successful time to start a committee is on the anniversary (one or two years) of the call. The longer the delay, however, the more difficult it will be to start off with a clean slate.
3. A final time might be after the congregation has thoroughly worked through some difficult or major problem with an outside consultant or counselor. Note - the Mutual Ministry Committee appropriately comes after the disruption has been settled. You do not set up the Mutual Ministry Committee to settle the conflict. That is the work for an outside counselor or consultant.

#### 5.300 Job Description for Your Committee

The committee shall mirror The Call Committee organization as a starting point. Over time, the Mutual Ministry Committee may revise these job descriptions to meet changing needs of the committee as outlined below in the March-April portion of the Annual Agenda Section 6.100, *Set aside two meetings for the annual review. Use this time to go over the details in “Definition of Compensation, Benefits and Responsibilities.” Revise Job Descriptions. Establish goals for the coming program year of September through May.*

Unless revised, The Mutual Ministry Committee will elect the following officers at the first meeting of each new Mutual Ministry Committee held during March or April of each year.

- **Chairperson:** Communicates dates and times of each meeting and presides over each committee meeting.
- **Secretary:** Records minutes from each meeting and provides copies for all members at the next regularly scheduled meeting.

- **Chaplain:** Has the primary responsibilities for seeing that the work of the committee is carried out in a prayerful manner by arranging for meetings to be opened and closed with prayer and/or a devotional time, and by calling attention to the working of the Spirit in the Mutual Ministry Committee process.

### 5.400 Staff - Congregation Partnership

In 1994, the ELCA developed a new resource for defining staff- congregational partnership. It is part of what every congregation works with during the official call process and is called “Definition of Compensation, Benefits, and Responsibilities.” It is the expectation that all called leaders (pastors, associates in ministry, diaconal ministers, and deaconesses) will have opportunity to annually review and update this “Definition” form with the Mutual Ministry Committee.

Because the “Definition” form is so basic for staff-congregation partnership, it is absolutely necessary that each member of the Mutual Ministry Committee have a copy of the “Definition” form which was completed at the time of the call or was updated in the previous year. In addition, members of the committee will need blank copies so that the form may be updated annually. You may secure copies from your synod office.

The “Definition” form is an extremely valuable resource for every Mutual Ministry Committee. Used each year, it provides a common format and uniform process for staff and congregation to clarify expectations, identify special emphases, and to discuss compensation and benefits. Once in place, the “Definition” form becomes a benchmark or starting place for the annual review. Thus, the “Definition” form becomes a normative basis of evaluating and strengthening both the mission of your congregation and the ministry of your staff.

After all members of the committee understand the special priorities or emphases of each Called staff person and the ways the congregation has agreed to encourage this ministry, then the committee can review the details of compensation and other agreements which also are part of the “Definition” form.

There is no better way to clarify expectations than to talk about the special emphasis in the ministry of each staff person. What are the priorities regarding the use of time? What is the main focus of ministry? How does the emphasis change next year from last year? What are the implications of mutual ministry and how volunteers might share and assist staff in his/her ministry? In short, can some things be done by volunteers rather than by staff?

### 5.410 Pastoral Evaluations

#### Standard Operating Procedure: Annual Pastoral Evaluation Process

##### 1. Preparation and Review

By **August 1st** of each year, the Mutual Ministry Committee (MMC) is responsible for completing formal evaluations for all Pastors. The process begins with a thorough review of current job descriptions (Appendix C) to ensure the evaluation criteria accurately reflect present duties and expectations.

##### 2. Evaluation Methodology

The MMC maintains the discretion to distribute specific sections of the evaluation among its members.

- **Committee Feedback:** Members are encouraged to provide detailed personal comments. The committee may also solicit targeted feedback from members of the congregation to gain a well-rounded perspective on pastoral impact.

- **Self-Evaluation:** Concurrently, each Pastor will complete a self-evaluation using the same standardized form. This ensures a symmetrical and consistent basis for discussion.

### 3. Rating and Documentation

The evaluation utilizes a standard framework to assess performance (Appendix D):

- **Essential Functions and Competencies:** These are rated as **Successful** or **Unsuccessful**. Detailed comments are mandatory for both ratings to provide clear justification and actionable feedback.
- **Core Competencies:** These sections require qualitative comments to highlight specific strengths or areas for development.

### 4. Consolidation and Finalization

Upon completion of the individual components and self-evaluations, the MMC will consolidate all data into a master document.

- **Review Meeting:** The comprehensive evaluation is reviewed in person by the Mutual Ministry Chair and the Pastor.
- **Execution:** Both parties must sign the final document to acknowledge the review.

### 5. Submission and Record Keeping

The committee chair is responsible for submitting the fully executed and signed evaluations to the **Personnel Committee**. This ensures all pastoral records are centralized and that the review process adheres to the established annual timeline.

## **6.000 AGENDA**

### **Mutual Ministry Throughout the Year**

Defining your expectations, setting the boundaries, and preparing a committee job description are the starting points for having a Mutual Ministry Committee in your congregation. Many congregations report that having an overnight retreat each year is very helpful for committee members. Each year you will need to order new copies of the "Definition" form. When new members join the committee, you also need to provide copies of the committee job description and tell them where to find this site on the internet. Finally, many congregations have found it beneficial to develop an overall annual agenda.

Projecting an annual agenda assures that you will cover the full range or scope of committee work as outlined in your committee job description. It also avoids the pitfall of having meetings degenerate into an "ain't it awful" gripe session.

Once you have an outline of an annual agenda, you can build a specific agenda for each committee meeting. In some congregations the Mutual Ministry Committee meets monthly. Other committees meet

six to eight times a year. Experience has shown that quarterly meetings are feasible for most congregations, and there should be at least two (one after the annual council election and organization; one before the December council meeting) every year.

#### **6.100 Suggested Annual Agenda**

##### **Annual Agenda**

##### **March-April**

- A. Review the annual congregation meeting and any goals or emphases that were established for the coming year.
- B. Review the investment of time of staff for the past year and determine what adjustments are necessary in light of new goals or emphases for the coming year. Sponsor a recognition dinner for staff. Note any anniversaries of call, birthdays, etc.

##### **April-May**

- A. Delegate and begin Set aside two meetings for the annual Pastoral evaluations. Performance review of the Pastor(s). Use this time to go over the details in "Definition of Compensation, Benefits and Responsibilities." Revise Job Descriptions, if necessary. Establish goals for the coming for coming program year of September through May.
- B. Review the congregation's goals, the goals of staff, and the work of the committee during the past year.

##### **June-July**

- A. Compile and review Pastoral Evaluations for presentation to council (by August).

##### **September-October**

- A. Fall Check-in meetings to see how things are going.

##### **November-December**

- A. Thank you dinner for the committee.
- B. Review continuing education plan.

- C. Prepare a report for the annual congregation meeting for submission by the end of December.

### **6.200 Generic Meeting Agenda**

#### **Meeting Agenda**

- A. Welcome and brief personal sharing. People need a chance to say what has been going on in their lives. This gives them an opportunity to disengage from the world and to engage in the task at hand.
- B. Devotions. (This task can be passed around. Passages from the Pauline writings are replete with references to the body of Christ and the interdependence of the congregation.)
- C. Review of outstanding or follow-up actions from previous meeting(s).
- D. Statement of meeting objective(s) and discussion of agenda items (from section 6.100).
- E. Decision(s) and Action items.
- F. Closing prayer together.

### **6.300 Shared Planning of Continuing Education**

It is good to surface the issue of shared planning of continuing education early in the year, so that the committee as well as the pastor can be thinking about it in the weeks ahead. When the time comes to present a continuing education plan, some pastors may wish to present a preliminary plan to the committee early on, and then to revise it at a later date.

## Appendix A

### Definition of Compensation, Benefits, And Responsibilities for Ministers of Word and Sacrament Under Call

Prepared by \_\_\_\_\_

for the Reverend for the period: \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

#### A. COMPENSATION

The congregation will provide the following annual compensation:

1. Base Cash Salary \$ \_\_\_\_\_
4. If a parsonage or other housing is provided:
  - a. Utilities allowance \$ \_\_\_\_\_
  2. Housing Allowance (if provided) \$ \_\_\_\_\_
  3. Self-employed Social Security payment allowance (if provided) \$ \_\_\_\_\_
  - b. Furnishings allowance \$ \_\_\_\_\_
  - c. Housing equity allowance \$ \_\_\_\_\_

#### B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage.

*(Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical dental coverage for them under the ELCA Pension and Other Benefits Program.)*

1. ELCA Pension at \_\_\_\_\_ % of defined compensation
2. ELCA Medical-and-Dental Insurance (check one below):
  - a. Member only
  - b. Member and spouse
  - c. Member and children
  - d. Member, spouse, and children
  - e. Coverage waived
3. Other insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**C. EXPENSES**

The congregation will provide for the following expenses related to this pastor's ministry.

1. Automobile and travel allowance \$ \_\_\_\_\_
  2. Other professional expenses \$ \_\_\_\_\_
  3. Expenses for official meetings of the synod, as reimbursed
  4. Continuing education (\$1,000 recommended; minimum \$700 from calling source) \$ \_\_\_\_\_
  5. Other ( \_\_\_\_\_ ) \$ \_\_\_\_\_
  6. Pay the moving expenses to this field of service as follows: \_\_\_\_\_
- 

**D. AGREEMENT**

1. Vacation time of \_\_\_\_\_ days per year, including \_\_\_\_\_ Sundays;
2. Continuing education time of \_\_\_\_\_ weeks per year (*recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing-education agreement developed by the rostered lay person and congregation council*);
3. Participation in a First-Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to two months of continued salary and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled\*; and
6. Maternity/Paternity or Adoptive leave of \_\_\_\_\_ weeks with full salary, housing, and benefits (Recommended 6 weeks; 4 weeks minimum).

\* Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.

*A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities."*

<or the following may be completed>

**E. OTHER PROVISIONS<sup>1</sup>**

**Special emphases of the pastor and special encouragement by the congregation:**

1. During this time period, the pastor will give special attention to the following:

(a)

\_\_\_\_\_

(b)

\_\_\_\_\_

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<sup>1</sup> Part E may be the most valuable section within the "Definition" form. Because of its value and importance, it may take one or more meetings of the committee simply to discuss the expectations and agree upon the specific duties for the coming year. Writing the details down provides a basis for review and revision next year. Finally, this section has particular value in situations where there is more than one staff person serving within a congregation or when one staff person is serving in a multi-congregation situation.

(c)

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(d)

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(e)

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**2. The congregation will encourage and support this pastor's ministry in the following ways:<sup>2</sup>**

(a)

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(b)

---

(c)

---

(d)

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(e)

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**F. OTHER MATTERS**

**(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details.)**

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<sup>2</sup> The second section of Part E is the partnership side of mutual ministry. Here is an opportunity to set forth what the committee, or congregation, commits itself to provide in a way of support and encouragement for the staff person during the coming year. Here is an opportunity for the congregation to be specific regarding its mutual ministry commitment. How can empty vessels be refreshed and refilled? How can caregivers be cared for?

How will your committee agenda throughout the year focus on this mutual ministry? Once again a review of the three purposes in Chapter III may give you some ideas.

**We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.**

\_\_\_\_\_  
**Congregation President**

\_\_\_\_\_  
**Council Secretary**

**Date:**\_\_\_\_\_

**I certify that I accept the above statement:**

**The Reverend** \_\_\_\_\_ **Date of signature:**\_\_\_\_\_

**NOTE: Retain original in records of the congregations. Make a copy for the pastor. As a matter of information, send a copy to the synod office. A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities."**

**(Revised Jan. 2018)**

## Appendix B

### Supplement to the Definition of Compensations, Benefits and Responsibilities of Pastors Document

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If a description of the particular responsibilities of this position is attached to this “Definition of Compensation, Benefits, and Responsibilities.” the format would be as follows:

**POSITION SUMMARY:** The Pastors are stewards of all the gifts God has entrusted to Zion Lutheran Church including Preaching and Leadership; Administering the Sacraments; Order; and Service.

**ACCOUNTABILITY:**

The Pastors shall report the performance of duties and be accountable to the Zion Congregation council. It is imperative that the Pastors work as a supportive and unified team, theologically and administratively, in their ministry to the community of faith at Zion Lutheran Church. All responsibilities shall be carried out within a relationship of mutual prayer and support, close sharing, effective communication, and cooperation.

**RESPONSIBILITIES:** The Pastors shall be involved with the following:

1. Worship and Sacramental Responsibilities including, but not limited to:
  - a. Presiding over the Liturgy
  - b. Administer the Sacraments of Baptism and Holy Communion
  - c. Proclamation of the Gospel
  - d. Weddings; and Funerals Prospective Member Visitation
2. Counseling Responsibilities:
  - a. Offers Pastoral Counseling to members of Zion Lutheran Church and community when requested, and according to his or her abilities;
  - b. Offers Pre-Marriage Counseling to couples
  - c. Refers those with long-term counseling needs, or counseling needs beyond the Pastor’s abilities to professionals
3. Congregation Council
  - a. Attends monthly council meetings
  - b. Provides written monthly summary of ministry to the council
4. Committee Responsibilities: Act as resource staff person to the following Zion Lutheran Church committees/Teams
  - a. Youth and Family Ministry Team
  - b. Faith Formation Ministry Team
  - c. Worship and Music Committee
  - d. Social Ministry and Service Outreach Team
  - e. Assist with other committees/Teams as needed/requested
5. Congregational Administration: coordinates activities of the ministerial staff with the Zion Lutheran Church Administrators
6. Community and Professional Activities: Pastors shall actively participate in the following:
  - a. The Delaware-Maryland Synod of the ELCA;
  - b. The Frederick Conference of the DE-MD Synod;
  - c. The Middletown Ecumenical Ministerium; and other community groups/activities which promote and proclaim the Gospel and seek justice and peace

7. Other Responsibilities and Duties include:
  - a. Maintaining regular office hours and communicating with the Zion Lutheran Church Administrator
  - b. Annually developing professional and/or personal goals and objectives in consultation with the Zion Lutheran Church Council;
  - c. Negotiating all annual vacation and continuing education plans with the Zion Lutheran Church Council to insure adequate Pastoral coverage to the people of Zion
  - d. Utilizing the Personnel Committee for problems that arise in the performance of his/her position;
  - e. Perform all other duties negotiated with the Zion Lutheran Council.

**SALARY AND EVALUATIONS:**

Salary shall be reviewed on an annual basis after FY 20/24 at the time of performance evaluation of the Pastor. The performance evaluation shall be shared with the Pastor and he/she shall have the opportunity to respond to the evaluation. The evaluation shall be reviewed by the Personnel Committee, which shall then submit staff salary recommendations to the Finance Committee. Beginning in FY 24 the Personnel Committee shall annually consult with the Pastors regarding salary expectations prior to submitting said recommendations to the Finance Committee and/or the Zion Lutheran Congregation Council.;

**Consent to Criminal Background Search:** Because of the position of Pastor \_\_\_\_\_ involves interaction with all types of members of the church, young and old, the church requires all prospective employees to voluntarily submit to a criminal background check through the State Attorney General's Office. By signing this agreement, the employee specifically consents to said background check and waives any claim against the church for performing said background check.

**Change of Duties:** It is specifically understood by the employee that from time to time, the specific duties of the position may change and this agreement shall be modified accordingly. The Pastor(s) shall be consulted during the review process and prior to any revisions becoming effective.

**Acknowledgement:** By initialing this agreement, the employee states that he/she has read the document in its entirety; that he/she understands each and every provision contained herein; and that he/she consents to be bound by its contents and give the church permission to perform the Criminal Background Check as set forth above.

## Appendix C Job Description

An alternate format would be to develop a job (position) description. The format for job descriptions is identified in the Personnel Manual SOP#3. An example is as follows:

**POSITION:**

Pastor

**QUALIFICATIONS:**

Ordained ELCA Pastor, rostered and in good standing  
Master of Divinity from ELCA Seminary  
Effective verbal and written communication skills

**POSITION SUMMARY:** The Pastors are stewards of all the gifts God has entrusted to Zion Lutheran Church including Preaching and Leadership; Administering the Sacraments; Order; and Service.

**SUPERVISION:**

The Pastors shall perform their duties under the direct supervision of the the Congregation council. It is imperative that the Pastors work as a supportive and unified team, theologically and administratively, in their ministry to the community of faith at Zion Church. All responsibilities shall be carried out within a relationship of mutual prayer and support, close sharing, effective communication, and cooperation.

**RESPONSIBILITIES:** The Pastors shall be involved with the following:

8. Worship and Sacramental Responsibilities including, but not limited to:
  - a. Presiding of the Liturgy
  - b. Presiding of the Sacraments of Baptism, Holy Communion, and Confession and Absolution;
  - c. Proclamation of the Gospel
  - d. Conduct Worship Services; Weddings; and Funerals
9. Teaching Responsibilities to people including, but are not limited to:
  - a. Regular Teaching of the Scriptures to youth and adults;
  - b. Regular Teaching of the Doctrines and Traditions of the Church;
  - c. Teaching children, youth, and adult Sunday School classes as requested
10. Visitation Responsibilities including, but are not limited to:
  - a. Hospital Visitation
  - b. Nursing Home and Homebound Visitation
  - c. Prospective Member Visitation
11. Counseling Responsibilities:
  - a. Offers Pastoral Counseling to members of Church and community when requested, and according to his or her abilities;
  - b. Offers Pre-Marriage Counseling to couples
  - c. Refers those with long-term counseling needs, or counseling needs beyond the Pastor's abilities to professionals
12. Congregation Council
  - a. Attends monthly council meetings
  - b. Provides written summary of ministry to the council
13. Committee Responsibilities: Act as resource staff person to the following committees/Teams
  - a. Youth and Family Ministry Team

## Mutual Ministry Handbook Zion Lutheran Church

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- b. Children and Family Ministry Team
  - c. Faith Formation Ministry Team with Senior Pastor
  - d. Worship and Music Committee with Senior Pastor
  - e. Social Ministry and Service Outreach Team
  - f. Assist with other committees/Teams as needed/requested
14. Congregational Administration: coordinates activities of the ministerial staff with the Church Administrators
15. Community and Professional Activities: Pastors shall actively participate in the following:
- a. The Delaware-Maryland Synod of the ELCA;
  - b. The Frederick Conference of the DE-MD Synod;
  - c. The Middletown Ecumenical Ministerium; and other community groups/activities which promote and proclaim the Gospel and seek justice and peace
16. Other Responsibilities and Duties include:
- a. Maintaining regular office hours and communicating with Church Administrator
  - b. Annually developing professional and/or personal goals and objectives in consultation with the Church Council;
  - c. Negotiating all annual vacation and continuing education plans with the Church Council to insure adequate Pastoral coverage to the people of Zion
  - d. Utilizing the Personnel Committee for problems that arise in the performance of his/her position;
  - e. Perform all other duties negotiated Congregation Council of Zion church

### **SALARY AND EVALUATIONS:**

Salary shall be reviewed on an annual basis at the time of performance evaluation of the Pastor. The performance evaluation shall be shared with the Pastor and he/she shall have the opportunity to respond to the evaluation. The evaluation shall be reviewed by the Personnel Committee, which shall then submit staff salary recommendations to the Finance Committee. The Personnel Committee shall annually consult with the Pastors regarding salary expectations prior to submitting said recommendations to the Finance Committee and/or the Congregation Council.;

### **BENEFITS:**

Benefits such as leave for vacation, continuing education, illness, and reimbursable accounts for travel and continuing education, and pension and health benefits are described in the letter of call and are subject to negotiation with the Congregation Council on an annual basis.

**Consent to Criminal Background Search:** Because of the position of Pastor involves interaction with all types of members of the church, young and old, the church requires all prospective employees to voluntarily submit to a criminal background check through the State Attorney General's Office. By signing this agreement, the employee specifically consents to said background check and waives any claim against the church for performing said background check.

**Change of Duties:** It is specifically understood by the employee that from time to time, the specific duties of the position may change and this agreement shall be modified accordingly. The Pastor(s) shall be consulted during the review process and prior to any revisions becoming effective.

## Mutual Ministry Handbook Zion Lutheran Church

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**Acknowledgement:** By signing this agreement, the employee states that he has read the document in its entirety, that he understands each and every provision contained herein, and that he consents to be bound by its contents and give the church permission to perform the Criminal Background Check as set forth above.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Congregation Council Representative

\_\_\_\_\_  
Date

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Having looked at the partnership outline in Part E, you are now ready to talk about how the congregation will compensate the staff person for the ministry which is expected.

## Appendix D Performance Evaluation Form

### Performance Evaluation

Employee Name:

Position Title:

Reviewer:

Date of Review:

Review Period:

**Goals / Accomplishments (List goal from prior years and assign % completion)**

A.

B.

C.

### Essential Functions and Responsibilities

| <b>Performance Expectations</b><br><i>Taken from Job Description</i> | <b>Comments</b><br><i>Describe how performance compares with expectations. Describe strengths and areas for improvement</i> | <b>Successful?</b><br><i>(Y/N)</i> |
|--|---|------------------------------------|
| Lead Worship   |   |                                    |
| Counseling   |   |                                    |
| Teaching/ Instruction (over course of year)                          |   |                                    |

Mutual Ministry Handbook Zion Lutheran Church

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|  |   |  |
|--|---|--|
| Administrative Functions / Staff   |   |  |
| Documentation<br>(Parochial Records)   |   |  |
| <b>Core Competencies</b>   |   |  |
| <b>Competency</b>  | <b>Comment</b><br><i>Provide examples of behavioral strengths and/or constructive feedback.</i> |  |
| <p><b>Mission Ownership:</b> Demonstrates understanding and full support of the mission, vision, values and beliefs <i>of Zion Lutheran Church</i>; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.</p>   |   |  |
| <p><b>Missional Leadership:</b> Provides vision and missional imagination to staff and congregation, teaches others and identifies opportunities for fulfilling it.</p>  |   |  |
| <p><b>Influencing Others:</b> Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.</p> |   |  |

|  |  |
|--|--|
| <p><b>Interpersonal Communication Skills:</b> Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener. And is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.</p> |  |
| <p><b>Creativity and Innovation:</b> Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.</p>  |  |
| <p><b>Strategic Management:</b> Is future oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risks with desired outcomes.</p>  |  |
| <p><b>Preaching:</b> Is a consistently effective preacher; able to inspire from the pulpit; communicates a clear, consistent and relevant message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through a pulpit presence.</p>   |  |
| <p><b>Stewardship:</b> Promotes stewardship as a principle that guides both individual and congregational life; encourages generosity in the sharing of time, talent and finances; promotes a culture of abundance; supports leadership in the development of a comprehensive stewardship program.</p>   |  |
| <p><b>Evangelism/Witness:</b> Stands ready to communicate and spread a message of good news, based upon the congregation's mission; articulates the message for members of the congregation, encouraging them to become evangelists and witnesses as well; supports a culture of evangelism, witness, ministry growth outside the walls of the congregation.</p>   |  |

|  |  |
|--|--|
| <p><b>Organizational Knowledge:</b> Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans approach accordingly.</p>  |  |
| <p><b>Management Skills:</b> Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.</p>  |  |
| <p><b>Leadership Development:</b> Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church's mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities. Promotes and guides leaders in team building and problem solving. Actively works to assess ministry's "health." Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.</p>   |  |
| <p><b>Duties and Responsibilities</b></p>  |  |
| <p><b>Lead Worship:</b> Preach the Word; administer the sacraments; conduct public worship; provide pastoral care; seek out and encourage qualified persons to prepare for the ministry of the Gospel; impart knowledge of this church and its wider ministry through available channels of effective communication; witness to the Kingdom of God in the community, in the nation, and abroad; and speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. The co-Pastor therefore has authority to determine who is eligible to preach and preside at Zion, has the responsibility to ensure that the sacraments are administered properly and distributed to those who are unable to attend regular worship, and has the expectation to participate in ministries and programs of the larger church (ELCA, Delaware/Maryland Synod, The Frederick Conference of the DE-MD Synod; the Middletown Ecumenical Ministerium) and other community groups/activities which promote and proclaim the Gospel and seek justice and peace.</p> <p>o Assumes final responsibility for the conduct of all worship services including the scheduling of preaching and liturgical responsibilities.</p> |  |

**Counseling Responsibilities**

- Offers pastoral counseling to members of Zion Lutheran Church and community when requested, and according to his or her abilities;
- Offers pre-marital counseling to couples
- Refers those with long-term counseling needs, or counseling needs beyond the Pastor's abilities to professionals

**Teaching/ Instruction**

- the teaching of Bible studies,
- presiding at special worship services,
- and ensuring the theological integrity of mission and ministries at Zion
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Coordinates the recruitment and training of lay leadership for the various leadership and ministry positions available within the congregation.

**Administrative Functions/ Staff**

Committee Responsibilities: Act as resource staff person to the Zion Lutheran Church committees/teams

- Co-Pastors will coordinate who is responsible for which committee/team and will communicate that to Council and committees/teams
- Participation in these committees can take on a variety of forms including attendance at a meeting or receiving a briefing from the chair.
- o Staff Supervision: supervise staff members employed by Zion Lutheran Church
- Co-Pastors will coordinate supervision of staff members and will communicate that to staff, Personnel Committee, and Council.
- Co-pastors will meet with staff and complete evaluations as well as handle any other matters of employment that are expressed in the Personnel Manual.

Other responsibilities:

- Maintain regular office hours and communicate with the Zion Lutheran Church staff and volunteer staff
- Annually develop professional and/or personal goals and objectives in consultation with the Zion Lutheran Church Council;
- Utilize the Mutual Ministry and Personnel Committees for problems that arise in the performance of his/her position;
- Perform all other duties negotiated with the Council of Zion Lutheran Church.