



**Capital District**  
**Río Texas Conference**  
**(512) 444-1983**  
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**[www.capitaldistrictumc.org](http://www.capitaldistrictumc.org)**

May 29, 2018

Dear SPRC chair,

Grace and peace!

I am writing to you regarding the consultation and evaluation processes and to also share with you documents for clergy evaluation. The information in this letter is important, so please read thoroughly.

For those of you who have been asking for updates, I apologize for the delay as the cabinet has just recently finalized the forms. For those of you who may need a reminder, you will recall that in 2017 the consultation form was more concise as Bishop Schnase is guiding us in separating consultation and evaluation. As a reminder, I've attached the letters that accompanied the clergy and SPRC consultation forms.

Attached is the evaluation piece entitled "SPRC Assessment Tool" for you to use with your committee as you have conversation about your appointed clergy's leadership and effectiveness. For your information, I have also attached here the document clergy will complete for me entitled "RTX Assessment Questions for clergy."

This form is due to the district office by October 15, 2018. Please plan now to schedule time with your committee by early Fall so that you can complete this work. Take this assessment tool seriously, but please do not "sweat it!" As you have been patient in receiving this evaluation tool, I also extend grace! For example, if SPRC has a regularly scheduled meeting soon after the October 15 deadline, it is okay to be a bit delayed in returning the form. The goal here is that SPRCs begin to separate their evaluation of clergy from the consultation process. If you have a pastor moving this appointment year (July 1), you will not complete this form for that pastor. If you are receiving a new pastor, I ask that you simply complete the assessment tool for me sometime in late Fall to the best of your ability based on your first three to five months in the new appointment. Finally, SPRCs with more than one clergy on staff are free to be creative in completing the assessment tool in a way that assists me in receiving feedback about the clergy team but does not burden the SPRC with having to complete multiple forms.

Again, I apologize for the delay in just now getting these documents to you. My hope is that this will be a valuable tool as you have conversation with the clergy appointed and as you continue to serve with one another.

Many thanks for your attention to this!

A handwritten signature in cursive script that reads "Teresa".

Rev. Teresa G. Welborn

## Jill Barre

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**From:** Jill Barre <jill@umcad.org>  
**Sent:** Thursday, September 28, 2017 11:20 AM  
**To:** 'jill@umcad.org'  
**Subject:** 2017-2018 S/PRC Consultation Form  
**Attachments:** 2017-18 sprc consultation form final.docx

September 28, 2017

Dear Pastor/Staff Parish Relations Committee Chair:

Grace and peace to you! I am emailing you about the yearly consultation process.

As you know, each year clergy and Staff/Pastor Parish Relations Committees are asked to advise the Bishop and Cabinet as they make pastoral appointments in the Rio Texas Annual Conference. Your committee's feedback will continue to be given on a consultation form. The consultation form to be used this year is attached and you will note the form is different. After conversation with Bishop Schnase and the appointed cabinet and after looking at best practices in other annual conferences, the decision has been made to shift to a simpler form for consultation and to add an evaluative piece in the Spring. In the past, our practice has been to combine these two items of consultation and evaluation which often results in confusing the two.

I will be in touch with you in the new year regarding the evaluative piece. In providing space between the consultation and evaluation, our goal is to receive constructive feedback about your understanding of your appointed clergy's strengths and areas of growth. Two helpful resources are provided via the links below regarding the work of SPRCs, clergy evaluation, and the appointive process. These resources include The Lewis Center's page for SPRCs and a link to a video of Bishop Schnase talking about the appointive process.

<https://www.churchleadership.com/leadership/resources-for-district-superintendents/>

<https://www.youtube.com/watch?v=Dubd2NTtgCw>

Consultation forms are due in the district office by December 1, 2017. Please note that the pastor is to sign the SPRC's form. As well, the SPRC chair is asked to sign the pastor's form.

Thank you for your attention to this important matter and for all you do. Should you have any questions, please don't hesitate to contact me.

Be encouraged!,

Rev. Teresa G. Welborn

Jill Barre  
Director of Operations/Candidacy Registrar  
Capital District UMC  
1221 W. Ben White Blvd., Suite 201A  
Austin, TX 78704  
512/444-1983

## Jill Barre

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**From:** Jill Barre <jill@umcad.org>  
**Sent:** Thursday, September 28, 2017 11:27 AM  
**To:** 'jill@umcad.org'  
**Subject:** 2017-2018 Pastor's Consultation form  
**Attachments:** 2017-18 pastor consultation form final.docx

September 28, 2017

Dear Clergy:

Grace and peace to you! I am emailing you about the yearly consultation process.

As you know, each year clergy are asked to complete a consultation form in order to assist the Bishop and Cabinet in making the most informed decisions regarding church appointments. Your feedback will continue to be given on a consultation form. The consultation form to be used this year is attached and you will note the form is different. After conversation with Bishop Schnase and the appointed cabinet and after looking at best practices in other annual conferences, the decision has been made to shift to a simpler form for consultation and to add an evaluative piece in the Spring. In the past, our practice has been to combine these two items of consultation and evaluation which often results in confusing the two.

I will be in touch with you in the new year regarding the evaluative piece. Two helpful resources are provided below regarding the work of SPRCs, clergy evaluation, and the appointive process. These resources include The Lewis Center's page for SPRCs and a link to a video of Bishop Schnase talking about the appointive process

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<https://www.youtube.com/watch?v=Dubd2NTtgCw>

Consultation forms are due in the district office by December 1, 2017. Please note: the SPRC chair is asked to sign your pastor form and you are to sign the SPRC form. As well, the expectation is that associate pastors will share their pastor form with their senior pastor.

Thank you for your attention to this important matter and for all you do. Should you have any questions, please don't hesitate to contact me.

Be encouraged!,

Rev. Teresa G. Welborn

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