



**Capital District
Rio Texas Conference
(512) 444-1983
Fax: (512) 444-6457
www.capitaldistrictumc.org**

May 29, 2018

Dear colleagues:

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 2017 clergy and SPRC consultation forms.)

There are two documents here to which I call your attention. One document captures the evaluation piece and is entitled "SPRC Assessment Tool." That document is being sent to the SPRC chair according to the information we have on file at the district office. If there has been a change in SPRC chairs, you may contact Jill Barre at the district office to update our records. It is my expectation that you will follow up with your SPRC chair to ensure he/she has received the information regarding the assessment tool. The second document is entitled "RTX Assessment Questions for clergy." This is the document I expect you as pastor to complete as you reflect on your ministry.

Both documents are due to the district office by October 15, 2018. (Either mail to the district office or send electronically to jill@umcad.org) Please take these assessment tools 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. Clergy who are moving to a new appointment July 1, 2018 will not complete the assessment questions for me. SPRCs who are saying farewell to a pastor are similarly not expected to complete the assessment tool for me. Further, if a SPRC is receiving a new pastor, I am asking them to simply complete the assessment tool for me sometime in late Fall to the best of their ability based on their first three to five months in the new appointment. Finally, SPRCs with more than one clergy on staff will be 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 these will be valuable tools as you have conversation with your SPRCs and reflect on your ministry.

Many thanks for your attention to this!

A handwritten signature in black ink, appearing to read "Teresa".

Rev. Teresa G. Welborn

1221 W. Ben White Blvd., Suite 201-A, Austin, TX 78704

Jill Barre

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

<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: 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

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

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