



Southeastern Iowa Synod
Evangelical Lutheran Church in America
God's work. Our hands.

A Review Process for Rostered Ministers and Congregation Council

The Southeastern Iowa Synod recommends rostered ministers and congregational leaders to engage in an annual review. The review provides space for a formal conversation about where the congregation has been in the past year(s) and sense where God is calling the congregation in the coming year(s) in shared ministry. The commitment to an annual review/conversation keeps the congregation and rostered minister accountable to one another and to the ministry to which has been entrusted to the congregation.

A significant reason for a rostered minister and congregational leaders to engage in an annual review is to give careful consideration to the continuing education that will help the rostered minister to develop the skills, to have the experiences, and to gain the knowledge that will help her/him to most effectively lead the congregation into the future to which they sense God calling them.

Suggested Steps

1. The rostered minister and the council agree together on the date and time to engage in the review.
2. Ask the rostered minister to answer in writing the questions listed under “Rostered Minister Self-Evaluation”.
3. Simultaneously, ask the congregational council to individually answer the questions under “Evaluation by/with Congregational Council”.
4. After giving the council some time to work on that as individuals, gather the council without the rostered minister, share the Rostered Minister’s Self-Evaluation, and engage the council in a discussion centered on the ten questions they have worked on. Someone should keep notes (not minutes!!!). This should be considered “Executive Session.”
5. A small group (executive committee, personnel committee or other) meets with the rostered minister. A summary from the council discussion is shared with the rostered minister. The rostered minister also shares his/her self-evaluation with the small group.
6. In that time together, there may be opportunities to talk about goals for the coming year (both individually for the rostered minister and for the rostered minister and council working together), some preliminary plans for continuing education, and some strategies for making the work of the rostered minister and the council more effective. Once some of those goals are identified, they may be used to assist in the evaluation the following year.
7. A summary of the conversation is shared with the council.



Rostered Minister Self-Review

1. In the past year what has given you the most joy and sense of fulfillment in your ministry?
2. What areas of ministry are most challenging or frustrating for you?
3. What do think you are really good at in your role as rostered minister?
4. In what areas of ministry did you experience growth?
5. What do you like best about the congregation?
6. With what do you struggle most in serving in this congregation?
7. What do you think has been our greatest accomplishment as a congregation in the past year?
8. As we look to the coming year (or years), and the ways in which we sense God calling us to grow in our shared ministry, in what part of your role as a rostered minister do you want/need to grow to most effectively lead us?
9. For that growth to occur what skills do you need to develop, what experiences do you need to have, what knowledge do you need to gain?
10. List classes, seminars, conferences you attended this year as a part of your continuing education.
11. How did your participation in these events enhance your ministerial abilities?
12. What are your continuing education goals for the coming year?
13. In so far as your leadership role permits you, what are your plans/goals for the congregation in the coming year?



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Review by/with Congregation Council

1. What are some of the most memorable events or happenings of the past year?
2. As a congregation, have there been missed opportunities this year? If so, what are they?
3. What are our rostered minister's three greatest strengths?
4. As we look at the total ministry of the congregation, what are our three greatest strengths?
5. What do we as a congregation, as congregational leaders need to do to build on the strengths listed in questions 3 and 4?
6. Where can our rostered minister more effectively help us in our ministry?
7. We would like to have our rostered minister consider spending more time doing...
8. We would like to have our rostered minister consider spending less time doing...
(This question is especially important if there are "more" things you want your rostered minister to do.)
9. What three goals should we be working on this coming year?
10. What specifically do we need to do to work toward meeting these goals and the goals the rostered minister has set for him/herself and the congregation?