

## Self Evaluation and Professional Development Plan For the UUA Ministerial Fellowship Committee

Name of Minister:

Date:

Address:

Phone:

Email:

Application for: 1<sup>st</sup> Renewal       2<sup>nd</sup> Renewal       final renewal

Specialty in ministry (current ministerial setting):

Check one:

Parish

Religious Education

Community

Period being evaluated: From                      To:

### Notes Relating to Completion of Form

This evaluation should be completed by the minister. Separate forms for your supervisor/governing board and committee on ministry should be given to those bodies for completion. When all evaluations are complete they should be shared with each other body. The MFC is looking for feedback from you supervisor/governing board and COM as separate bodies. Do not have them complete one evaluation together or the MFC will not accept it For tips on how to do an assessment of a minister, please refer to the forms page on our website at: <http://www.uua.org/leaders/leadership/ministerialfellowship/15505.shtml>.

When completing this evaluation form, review the suggested considerations, and then comment on your particular strengths and areas for growth. The MFC looks suspiciously on evaluations that are only positive. All ministers have some areas where they excel and some areas where there is still room for learning and growth. Be honest and self-reflective and this process will enhance your ministry.

The section entitled "Comments on congregational ownership and involvement in this area" is your opportunity to express your assessment of the congregation or organization's commitment and engagement in that area. For example you might note that you have not done much in the area of prophetic outreach but then recognize that there is not much commitment within your congregation to engage in this area.

**Forms should be submitted as email attachments to  
mfccordinator@uua.org.**

Please note that fields for your text will expand to accommodate your entries.

## Area of Ministry:

### 1. Counseling & Pastoral Care

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General **Comments:** (*Consider availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

### 2. Practical Arts

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General **Comments:** (*Consider administration, organizational development in out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fund raising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

### 3. Organizational Ministry

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General **Comments:** (*Consider integration of new member and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

#### 4. Personal and Professional Growth

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General **Comments:** (*Consider performance under stress, hears criticism and feedback, skillfully gives constructive criticism and feedback, conveys energy and enthusiasm, gives and receives praise, sense of humor, manages conflict, models a healthy balance of work and personal/family life, engages in a rewarding spiritual practice, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

#### 5. Teaching (All Ages)

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General Comments: (*Consider program development and coordination, seminar design and facilitations, teacher training, supports teachers in planning and conducting classes, provides program resources and support for parents, teachers, and colleagues, intergenerational activities, programs for children, youth and adults, volunteer recruitment, articulation of liberal religious education approach and philosophy, knowledge of resources and curriculum, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

#### 6. Worship

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General Comments: (*Consider preparedness, coherence, intellectual challenge, spirituality, creativity, inspirational message, effective use of humor, effective use of ritual and liturgical arts, music, prayer and meditation, readings/stories, rites of passage, pulpit presence, voice, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

### 7. Denominational Activities

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General Comments: (*Consider involvement in UU denominational and District events, UUMA Chapter meetings and interfaith activities, encouragement of member involvement at the district and continental levels, informing congregation of UUA denominational concerns and issues, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

### 8. Prophetic Outreach

Check One:

Strength  Satisfactory  Area for Growth  Unsatisfactory  Not Observed

General Comments: (*Consider involvement in witnessing and advocating for community/social justice issues, encourages congregational involvement in community/social justice issues, leads the congregation in addressing issues specifically related to anti-racism, anti-oppression, etc.*)

Comments on congregational/organizational ownership and involvement in this area:

## **PROFESSIONAL DEVELOPMENT PLAN**

**Date:**

**Please note that the field for your text will expand to accommodate your entry.**

The Ministerial Fellowship Committee views the Renewal Process as a time of development and growth for new ministers. Pay particular attention to suggestions from your Supervisor/Board and/or Committee on Ministry evaluations when planning your continuing education. Consult with your mentor regarding your evaluations and development plans. Outline below, the continuing education plans you have for the upcoming year. Include workshops, programs, retreats, collegial groups, self-reflective work (therapy, spiritual direction, etc.), self-study (books, coaching, etc.) and self-care. We ask that you do not overlook the UUA's commitment to anti-racism, anti-oppression, and multi-culturalism. THIS SHOULD NOT BE A LIST OF PROGRAMS THAT YOU PLAN TO COMPLETE WITH THE CONGREGATION OR ORGANIZATION, BUT A LIST OF YOUR OWN PROFESSIONAL DEVELOPMENT NEEDS.