

# Ministerial Reviews

For Provisional and Full Connection Elders and Deacons & Retired Clergy

- Monday, October 4 – in person Clayton
- Wednesday, October 6 – virtual via Zoom
- Wednesday, October 13 – in person Cumming First
- Tuesday, October 19 – virtual via Zoom
- Thursday, October 21 – virtual via Zoom
- Tuesday, November 9 – in person Commerce First

Click on the [link to schedule](#) your review time no later than **October 1**.

9 am – 4pm, 30 minutes each, break noon-1:30

Please signup as early as possible to guarantee a time that is most convenient for you. \*Please complete your Ministry Review Forms in Data Services at least 1 week before meeting with the DS.

<https://www.signupgenius.com/go/70A044FA5AA28A3FC1-ministerial1>

# Ministerial Reviews

- All Ministry Review forms will need to be completed by SPRC and Clergy through Data Services for every clergy member at the church.
- *Clergy please grant your SPRC chair permission in Data Services to complete your Ministry Review forms online.*
- [Video](#) instructions on completing Ministry Review forms for SPRC and Clergy is posted on the Clergy of Excellence site AND the District Training Page
- [Clergy Evaluation Process](#) video

The screenshot shows the 'Data Services' web application interface for the North Georgia Conference. The top navigation bar includes 'Index', 'Edit', 'Save', and 'Print' buttons, along with a user profile icon. Below the navigation bar is a grid of buttons for various functions: Church Users, Church Account Mgmt, Church Info, Church Update, Clergy Info, Eq Compen, Financial Support Mgmt, Lay Servant Reports (new), Leadership, Ministry Reviews, Tables (EOY) Mgmt, Tables (EOY) Review, Vital Signs Reports, AC Delegates, AC Registrations, Delegates (Email & Reg), Email Addresses, and Clergy Directory. A dropdown menu for 'Account' is set to 'Bethelview UMC - 1666'. Below this, the church name 'BETHELVIEW UMC - 1666' is displayed. A second row of buttons includes: Administer Users, Benefits, Charge Conference, Charge Conf Archive, Church Information Report, End of Year (Tables), Persons in Poverty, Remittance Payments, Vital Signs, Activity: Logins, Activity: Reports, and Clergy History. The 'Ministry Review' button is circled in red. At the bottom, there is a 'Person:' dropdown menu.

## Notes

- SPRC Form A:** This Ministry Review is completed for each clergy at a church by the SPRC Chair. For Clergy on a charge each church's SPRC should submit a completed report.
- Clergy Form B:** This Ministry Review is completed by clergy persons for each church, at which they are appointed.
- Goals Form C:** One Measurable Congregational Characteristics Worksheet is completed for each church. The Pastor and SPRC work together to complete this report. If a church has more than clergy the goal links all open the same report.
- District Form D:** The District Superintendent completes one Ministry Review Form for each clergy person.

\* All Part-time Local Pastor forms are due no later than November 1