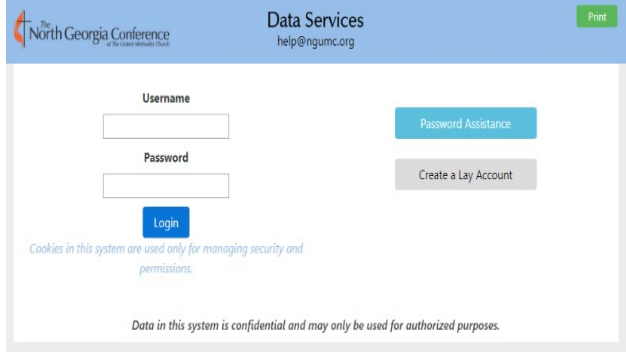
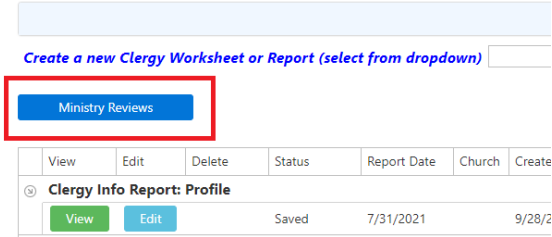


Ministry Review Instructions – Clergy

<p>Log in to Data Services at https://data.ngumc.org. Your username is your ngumc.net email address.</p> <p>If you don't know your password, please use the blue Password Assistance button on the log in page to reset your password.</p>																																														
<p>On the Main Index click on the Ministry Reviews button.</p>																																														
<p>The Ministry Review Index has a few options.</p> <ol style="list-style-type: none"> 1. Create a new review by choosing the 'Person Church' from the drop-down list and then click on the blue 'New Review' button. To complete the form please see directions on page 2. 2. Go to the Vital Signs Goals by clicking the blue 'Vital Signs Goals' button. Your church's Vital Signs Goals should be updated as part of this process. Directions for completing the goals are available at: https://www.ngumc.org/files/fileslibrary/chargeconference/vitalsignsgoals.pdf 3. There is a grid that lists existing Ministry Review forms. This includes your forms and those completed by your SPRC. You can edit and view clergy forms currently in process, view SPRC forms in process, and view all completed forms. You can also review, comment on, and indicate your approval of SPRC forms. There are columns indicating the Approval Status of clergy and SPRC forms. 																																														
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Ministry Review Index</p> <p>To create a new review select a 'Person Church' from the list and then click the New Review button.</p> <p>SPRC does not complete a review for pastors in the first year of their appointment.</p> <p>Person Church: <input type="text"/></p> <p>New Review 1</p> </div> <div style="width: 45%;"> <p>Complete your Vital Signs Goals</p> <p>Vital Signs Goals 2</p> <p>Directions for Goals</p> </div> </div> <p>Approvals and Edits: Reports can be edited for up to 14 days (2 weeks) after they are approved.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>#</th> <th>Year</th> <th>Dst</th> <th>#</th> <th>Church</th> <th>Clergy</th> <th>Clergy Type</th> <th>Review Type</th> <th>Created</th> <th>Edited</th> <th>Approved</th> <th>Approval Status</th> <th>SPRC Clergy Appr... Status</th> <th>Edit Link</th> <th>View Link</th> </tr> </thead> <tbody> <tr> <td></td> <td>2022</td> <td></td> <td></td> <td></td> <td></td> <td>FullTime</td> <td>SPRC</td> <td>8/8/2022</td> <td>8/8/2022</td> <td>8/8/2022</td> <td></td> <td></td> <td>Edit</td> <td>View</td> </tr> <tr> <td></td> <td>2022</td> <td></td> <td></td> <td></td> <td></td> <td>FullTime</td> <td>SPRC</td> <td>8/8/2022</td> <td>8/8/2022</td> <td>8/8/2022</td> <td></td> <td></td> <td>Edit</td> <td>View</td> </tr> </tbody> </table>		#	Year	Dst	#	Church	Clergy	Clergy Type	Review Type	Created	Edited	Approved	Approval Status	SPRC Clergy Appr... Status	Edit Link	View Link		2022					FullTime	SPRC	8/8/2022	8/8/2022	8/8/2022			Edit	View		2022					FullTime	SPRC	8/8/2022	8/8/2022	8/8/2022			Edit	View
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Ministry Review Instructions – Clergy

There are 4 types of SPRC Forms. The system will automatically create the appropriate report.

1. Ministry Review for Part Time and Full Time Local Pastors
2. Ministry Review for Deacons, Provisional Deacons
3. Ministry Review for Elders, Provisional Elders, Other
4. Review for Pastors in Their First Year

This review document allows the pastor to consider the leadership qualities and vocational competencies of himself/herself, the strengths and challenges of the congregation, and the ways in which the SPRC can intentionally support and encourage the pastor.

Please use the scale from 1-5 to rate these competencies (1 meaning does not meet expectations, 3 meets expectations, 5 exceeds expectations)

Word

Proclamation: Possesses and articulates a working knowledge of biblical faith; demonstrates the ability to communicate and apply the gospel of Jesus Christ in culturally relevant ways to our congregation.:

1 2 3 4 5

There are memo boxes for multiple questions. Please provide thorough answers.

ADDITIONAL QUESTIONS

What are the strengths of this congregation?:

Be sure to click Submit when you are finished.

The system will log you out after 20 minutes of inactivity. You may want to periodically click Submit to save the form and not lose any information. You do not need to wait until you are finished.

After approval, you have up to 14 days to make any changes if necessary.

Submit

If the report does not save scroll up to review and fix any errors highlighted in pink/red: