

July 26, 2020

Dear Trinity officer, staff person, or other church leader:

The Personnel committee has been seriously considering how to conduct our leadership evaluation process this year and has decided to make several changes. We recognized that the church-wide evaluation tool and its corollary completed by leadership last year were useful but believed that these are not best suited for our needs this year. In part, the need for change is due to the unusual circumstances that no one could have predicted, with the limitations on our current ability to gather for worship, study, service, and fellowship in our usual manner. More significantly, however, we believe that there are better ways to understand leadership as shared between the pastor and officers, as one recognizing the *mutual responsibility* of our calling to serve together, with “energy, intelligence, imagination, and love.” So, we looked for new models and tools that reflect this understanding.

After exploring resources from the PCUSA denomination and various presbyteries, shared with us by our John Calvin Presbytery executive and clerk, we have developed a process that reflects this shared leadership model. Thus, we are asking that you participate in an evaluation of *your own* leadership qualities (using specific questions that are included) *as well as* evaluating the pastor on the same qualities. We are attaching an overview of this process, as well as forms to use for your self-evaluation and for evaluation of the pastor.

Please complete your self-evaluations prior to your next meeting of the Deacon body or the Session meeting in August. However, as deacons are not meeting in August, we are asking you return your *pastor evaluation form* by **August 16th**,* and we ask elders to return theirs by one week after the Session meeting on August 16, by **August 23rd**. ** Others responding who are not on either board may also return theirs by the 16th. During both upcoming meetings, you will have time to discuss your self-evaluations together. After compiling results of the pastor evaluation, we will then give feedback to the pastor (who is also completing a self-evaluation on the same characteristics) and follow up with the Session and deacons, as well as to the congregation, as appropriate.

We anticipate that this will be a time of learning and fruitful exploration, as all of us discern how we may more fully live into our callings for service. We trust that we can help each other and our pastor by providing encouragement and constructive feedback, in recognition of the strengths as well as limitations we each face. None of us is perfect, yet we all know we are called by God’s grace for this time and place. Please undertake this process prayerfully and courageously, as we seek to lead our church together into the unknown future that we are confident God is preparing for us. You are welcome to call either of us if you have any questions.

Grace and peace,

Attachments: Final Process for TPC evaluation, 2020; Pastoral evaluation feedback 2020; Officer Evaluation questions

*Deacons: Please email your responses to _____

**Elders: Please email your responses to _____