

MAJOR PASTORAL REVIEW PRELIMINARY INFORMATION SHEET



Thankyou for your request for QB to assist you in a Major Pastoral Review of your pastor. In order for us to provide a better outcome for this review, there is some information and a number of documents that would be helpful to have access to during the review process.

Could we ask that you complete this form and forward the requested documents to us as soon as is convenient.

Church :

Person making Request :

Date of Request :

Role at Church :

Have you spoken to anyone previously about this request? Who :

Pastor to be Reviewed :

Date Pastor Began ministering at your church (Month / Year) :

General Purpose of the Review (choose as many as relevant) :

- A regular review to satisfy our governance requirements.
- A review to help evaluate the performance of a pastor.
- Input into the Consideration of a Renewal of a Pastoral Call
- Seeking to ascertain the fit of the pastor for the future direction of the church
- Seeking to process and reconcile matters of conflict or tension
- Other ...

Specific Objectives for your review :

Please provide 3-5 key statements describing what you are seeking to obtain from this review

Some examples of such statements may be

- To provide affirmation for the pastor and to identify potential areas for future growth and development for him/her.
- To gauge the level of well-being and effectiveness of the pastor in their current role.
- To gauge the general sentiment and overall effective functioning of the pastor as experienced by the congregation.
- To assess how the pastor is fulfilling the expectations set forth in their employment contract and role description.
- To identify any potential areas of concern with the ministry of the pastor.
- To help review the conditions, expectations and adequacy of support for this pastor in preparation for a recall.

Desired Time frame for completion of Review :

Church Documentation

General Information to provide to the Pastoral Review Team (Please identify what is available to be sent from your church and the title of your church specific document where this information is to be found).

Information Type	Document Available	Title of your Specific Church Document containing this information
Church Vision / Mission Statement	<input type="checkbox"/>	
Church Core Values	<input type="checkbox"/>	
Organisation Chart	<input type="checkbox"/>	
Role description of Pastor	<input type="checkbox"/>	
Spiritual Appointment Agreement / Employment Contract (incl T&C's)	<input type="checkbox"/>	
Code of Conduct for Pastor	<input type="checkbox"/>	
Annual strategic goals / plan of the Pastor being reviewed	<input type="checkbox"/>	
Role description of key governance group (Elders, Board, Council, etc)	<input type="checkbox"/>	
Church Constitution	<input type="checkbox"/>	
Documents outlining Governance Policies & Procedures	<input type="checkbox"/>	
Latest Copy of an NCLS Report	<input type="checkbox"/>	
Latest copy of Statistical Return sent to QB	<input type="checkbox"/>	
Latest Church Annual Report	<input type="checkbox"/>	

Key Contacts

Position	Name	Email	Phone
Key point person for communication about this review.			
Chairperson of Peak Leadership Group (e.g. Elders, Council, etc)			
Members of Church to be included in Review Team. (Optional)			
Pastor's Mentor (permission is requested to contact this mentor for a brief conversation)			

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Contribution to Reviewers

It is normally helpful to have 2 external people in an external review team. Given the limited resources available from within QB, we normally seek another local pastor to help out with this work in addition to a QB rep (if available). Because of the time and work involved, we would normally suggest a payment be made to a consulting pastor of \$500-700 depending on the scope of work requested.

Would you be prepared to and able to provide this recompense to a reviewer? YES NO

If such a financial contribution is prohibitive, please discuss options with the QB Director of Pastoral Services

Privacy Statement.

The report that is generated is confidential to the Leaders of the church making this request, and by agreement, they may share it with others in part or whole.

A copy of this report will also be

- held on File at QB. It may be accessed by members of the Church Support Team.
- made available to your Regional Minister for their ongoing support of your pastor and church

After the review has been completed, all data and other information gathered during this review will be transferred to and stored securely by QB and only be available to the Director of Pastoral Services and the Director of Church Health Services.

Consents

Key Church Contact : _____ Date : _____

Pastor being Reviewed : _____ Date : _____