

Date _____

CHURCH/ORGANIZATION PROFILE

.Please return two(2) printed copies of all materials to the MFC Assistant, 25 Beacon Street, Boston, MA 02108

To Be Reviewed by the MFC in

March

*February 15

September

* August 15

December

*October 15

***Materials received after the deadline will be considered at the next meeting.**

Name of Renewal Applicant _____

Present Position of Renewal Applicant _____

Name of Church/Organization/Employer _____

Second Employer _____

Church/Organization/Employer Address _____

Second Employer Address _____

In which area of ministerial specialty is your current position? (Circle) Parish... RE... Community

Church/Organization Phone _____ Fair Share Society? (Circle one) Yes...No

Location of Church/Organization (Circle one) Urban...Suburban...Rural

Total Congregational/Organization budget _____

Number of Members/Clients served: _____ Number of children served _____

Has this church/Organization engaged in anti-racism/anti-oppression/multiculturalism training or activities in the past year? (Circle one) Yes...No

Organizations (other than churches)

Number of paid staff: _____ Full Time _____ Part Time

Number of volunteers: _____ Full Time _____ Part Time

Brief Description of Mission Statement _____

How is it grounded in UU values? _____

Paid Parish ministry position(s) in this church may be described as...(Circle all that apply and indicate FT for full time and PT for part time.)

_____ Interim _____ Settled _____ Intern _____ Extension

_____ Senior _____ MRE _____ Associate _____ Assistant

_____ Co-ministry _____ Community _____ Student _____ Music

_____ Other (Describe)

Unpaid ministry positions _____

Paid Religious Education leadership positions in this church may be described as...(Circle all that apply and indicate FT for full time and PT for part time.)

_____Minister of Religious Education _____Director of Religious Education
_____Religious Education Coordinator _____Interim _____Settled
_____Intern _____Student

Unpaid religious education positions: _____

Office support positions in this church may be described as...(check all that apply)

_____Full time (Number of positions: _____)

_____Part time (Number of hrs/wk: _____)

_____Lay -volunteer(s)

Other staff positions: _____

Committees in church/organization include...(check all that apply)

_____Worship _____Board of Trustees _____Religious Education
_____Social Action _____Parish Service/Caring _____Building/Maintenance
_____Committee on Ministry/Ministerial Support _____Finance/Investment
_____Music _____Membership

Other Committees: _____

What committees are you responsible to? _____

What honors or awards have you received? _____

DATE _____

Evaluation for the UUA Ministerial Fellowship Committee

Name of Minister: _____ Eval.: ___ 1st ___ 2nd ___ Final

Specialty in ministry: _____

Form Completed By:

- ___ Governing Board/Supervisory Committee/Supervisor
- ___ Committee on Ministry
- ___ Self Evaluation

Contact: _____ Phone _____ Email _____

Mentor Form: (for Minister) *I have sent my mentor my completed renewal forms:*
(check box)

Notes Relating to Completion of Form

Using this Form: The form is available in an electronic, word and PDF version at the Ministerial Fellowship Committee website <http://www.uua.org/programs/ministry/mfc/index.html>. Contact the MFC Assistant, mfcassistant@uua.org for any questions or to have it sent to you as an email attachment. If you fill out the form in its Microsoft Word version, sections will expand to fit comment.

Pease Return in a printed version two (2) printed copies to the MFC Assistant, Ministry and Professional Leadership Staff Group, Unitarian Universalist Association, 25 Beacon Street, Boston, MA 02108.

Overall Evaluation of Areas of Ministry: Committees are requested to provide the evaluation as a consensus report of the committee for each area of ministry.

Committee on Ministry: Please list members of the Committee on Ministry and frequency of meetings. For non parish settings, along with frequency of meetings, indicate persons who represent UU connection, and those who are part of the minister's larger ministry.

Comments Section: Please review the suggested list of competencies, arts and gifts required in each area, then comment on the particular strengths and areas for growth of the minister.

Continuing Education/Action Steps: When appropriate, make concrete suggestions to strengthen this area of ministry indicating expected time frame. (i.e., take time management course by spring, 2006.)

Professional Development Plan: Please identify areas of growth that you will concentrate on over the next year or two.

DATE: _____

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Observed</i>
1. Counseling & Pastoral Care					
<p>Comments: (<i>Consider: availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p> <p>Continuing Education/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Observed</i>
2. Practical Arts					
<p>Comments: (<i>Consider: administration, organizational development in and out of the congregation/organization, 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.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area.</p> <p>Continuing Education/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Applicable</i>
3. Congregational/ Organizational Ministry					
<p>Comments: (<i>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.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p> <p>Development Plan/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Observed</i>
4. Personal and Professional Growth					
<p>Comments: (<i>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.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p> <p>Development Plan/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Applicable</i>
5. Teaching					
<p>Comments: (<i>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, clients, 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.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p>					
<p>Development Plan/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Observed</i>
6. Worship					
<p>Comments: (<i>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.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p>					
<p>Development Plan/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Applicable</i>
7. Denominational Activities					
<p>Comments: (<i>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/organization of UUA denominational concerns and issues, etc.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p>					
<p>Development Plan/Action Steps :</p>					

<i>Area of Ministry</i>	<i>A Strength</i>	<i>Satisfactory</i>	<i>An Area for Growth</i>	<i>Un-Satisfactory</i>	<i>Not Applicable</i>
8. Prophetic Outreach					
<p>Comments: : (<i>Consider: involvement in witnessing and advocating for community/social justice issues, encourages congregational/organizational involvement in community/social justice issues, leading the congregation/organization in addressing issues specifically related to anti-racism, etc.</i>)</p> <p>Comments on congregational/organizational ownership and involvement in this area:</p>					
<p>Development Plan/Action Steps :</p>					

Name _____

Date: _____

PROFESSIONAL DEVELOPMENT AGREEMENT

The Ministerial Fellowship Committee views the Renewal Process as a time of development and growth for new ministers. Below, briefly outline these areas and the steps you will take for growth and improvement. Please be specific and include time lines, measurement and/or evaluation processes that will provide you with feedback on your progress. In particular please focus on the following:

- Using the renewal feedback forms completed by you and your committee, please indicate areas of growth that you will concentrate on over the next year.
- List the continuing education you intend to take and have the Chair of the Committee on Ministry sign off on this.
- Address the UUA's commitment to anti-racism, anti-oppression, and multiculturalism.