



ST. PAUL LUTHERAN CHURCH
CONTINUING RESOLUTION
MINISTRY REVIEW COMMITTEE

WHEREAS, the Lord calls us to encourage one another to grow in our vocations; and

WHEREAS, Section C13.09 of the Constitution of St. Paul Evangelical Lutheran Church (hereafter the "Constitution") requires the establishment of a Ministry Review Committee; and

WHEREAS, Section C13.09 of the Bylaws of St. Paul Evangelical Lutheran Church (hereafter the "Bylaws") instructs the Ministry Review Committee to conduct an annual ministry review of the Senior Pastor and the Church Administrator with the review to be completed and delivered to the Senior Pastor and the Church Administrator by September 30 of each year and presented to Council in closed session;

NOW, THEREFORE, BE IT RESOLVED, that the Congregation Council does hereby establish the Ministry Review Committee (hereafter the "Committee"), to be organized and to operate as follows:

COMPOSITION: Section C13.09.02 of the Bylaws specifies that the Ministry Review Committee shall consist of all Council members in the second year of their elected term and that it shall solicit input from all Council members.

MISSION:

- Review the job performance of the Senior Pastor and establish written ministerial goals for the forthcoming evaluation period based on the letter of call and the needs of SPLC.
- Review of the job performance of the Church Administrator and establish administration goals for the forthcoming evaluation period based on job description and the needs of St. Paul Lutheran Church.
- Assist as needed to provide input during the evaluation year as the Senior Pastor and Church Administrator each establish their individual professional development plan.

RESPONSIBILITIES OF THE CHAIR:

The Chair of the Committee shall be responsible for the following:

1. Ensure meetings are conducted in accordance with Robert's Rules of Order, latest edition (see Section C10.07 of the Constitution of the St. Paul Evangelical Lutheran Church).
2. Call meetings of the Committee with sufficient regularity to ensure its business is conducted efficiently and in a timely manner.

3. Appoint an Assistant Chair to the Committee.

RESPONSIBILITIES OF THE COMMITTEE:

1. Review the letter of call and job descriptions and ministry and administrative goals for the review period for the respective positions.
2. Provide their own input as well as solicit and review input from all Council members—including those newly elected and those whose terms most recently ended.
3. Compile the evaluations and write the reviews in a format provided/approved by the Personnel Board.
4. Meet with the Senior Pastor and the Church Administrator individually to discuss their respective review.
5. Present the reviews to the Council.

FRED TERRY
Congregational President

KRISSA FIKAC
Congregational Secretary