

Ministry Description

| Ministry Name Mutual Ministry Team | | Start Date (mm-dd-yy) 2/3/09 | Id No |
|--|--|--|---|
| Ministry Purpose (Why?) To help Calvary's pastors reflect on and shape their ministries--and to further the congregation's goal of ministry that invites, inspires, equips, and engages--by providing a caring, confidential sounding board and a source of reflection, ideas, and counsel | | | Revision Date (mm-dd-yy) 2/5/09 |
| Ministry Objective (What?) To (1) meet regularly with each pastor, (2) provide a listening ear, (3) act as coach and advisor in making observations or suggestions where helpful, (4) provide help as needed to pastors in developing work-related plans, and (5) review these plans periodically with each pastor | | | |
| Meeting Time: TBD | | Meeting Location: TBD | |
| Number of Members: 6 total, with 3-person subteams serving each pastor. Members to be appointed for 2-year terms, with terms staggered so that membership overlaps. Members to be appointed jointly by President, Vice President, and pastors and ratified by Council. | | Member Commitment (Hrs/Mo): Team or sub-team meetings at least quarterly, with meetings occurring more often if requested by a pastor | |
| Ministry Process | | | |
| Provider(s) Management Team Council Staff Ministry leaders Congregation Requirements (major 1-5 product/service/info) Pastoral evaluations prepared by congregational leadership Pastoral evaluations compiled from congregational input | Initiating Action* Pastor's request Constitutional requirement Process Tasks* (major 4-8 tasks) Hold meetings at least quarterly with each pastor Help each pastor interpret and process information from pastoral evaluations Support creation and tracking of work-related plans as needed Ending Task* An ongoing forum for reflection and discussion, characterized by respect, caring, and usefulness to Calvary's pastors and the congregation's ministry | End Product (major 1-5 product/service/info) Annual report of meetings held, so that Management Team and Council will know the Team is fulfilling its obligation to meet with each pastor Recommendations to Council or Management Team as appropriate Receiver(s) President Vice President | |
| Inspirational Passage . . . to equip his people for works of service, so that the body of Christ may be built up. (Ephesians 4:12) | | | Contact Stan Stenersen David Frost Co-chairs Telephone (253) 719-8343 (253) 839-1228 e-mail Address stanstenersen@comcast.net karidavid50@hotmail.com |

* 3-6 word description; Start description with an action verb.

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Mission Statement (from Ministry Directory):

Mutual Ministry is a call to a wider vision of the church as the interconnected Body of Christ. All the baptized are linked together as God's people in a shared purpose and a common adventure in the service of Jesus Christ in the world. The marks of a Mutual Ministry include mutual communication, mutual growth, mutual accountability, mutual affirmation, and mutual vision.

Together as a Mutual Ministry Team we commit ourselves to strengthen the life and mission of Calvary Lutheran Church. We are called to care and pray for the leaders of this congregation. We believe that God's power is meant to be shared with and for others. We intend to share this ministry for the sake of the Gospel.

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Process Definitions Worksheet

Ministry Name

Mutual Ministry Team

Provider(s)

Who supplies the major requirements?

Or, where does the information come from?

CLC Management Team, ministry leaders, and staff provide input into one pastoral evaluation (Responsibility and Behavior Evaluation). The CLC Congregation provides input through a second evaluation (Strengths and Competencies Evaluation).

Requirements

(major 1-5 product/service/info)

1-3 sentence definition for each requirement identified

Responsibility and Behavior Evaluations

Strengths and Competencies Evaluations

Budget

Desirable qualities of Team Members:

1. Wisdom to offer counsel and advice
2. Caring to serve as a facilitator
3. Knowledge to accumulate, discover, analyze, and clarify information
4. Ability to keep confidences
5. Sensitivity to the feelings of others
6. Ability to speak candidly
7. Objectivity

Initiating Action

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

CLC Constitution (C13.0.5) requires a Mutual Ministry Team

Request to reactivate team has come from a pastor

Process Tasks (major 4-8 tasks)

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

Hold meetings at least quarterly with each pastor. The Mutual Ministries Team will have two subteams, each working with one of Calvary's pastors. These subteams will meet with their respective pastor at least once a quarter, and more often if desired. Potential matters for discussion include what's going well, trends in workload, congregational issues, and nuts-and-bolts work issues (such as avoiding duplication of effort between pastors, enhancing strengths, and addressing weaknesses, trouble spots, or concerns). These meetings should be safe and confidential places to discuss successes, challenges, pastoral needs, and other matters as necessary.

Help each pastor interpret and process information from pastoral evaluations. Calvary's evaluation process centers on two evaluations--one from congregational leadership (Responsibility and Behavioral Evaluation) and one from the congregation as a whole (Strengths and Competencies Evaluation). Each subteam will have access to this pastor's evaluations and, treating this material confidentially, will help the pastor review and process the data.

Support creation and tracking of work-related plans as needed. Calvary's processes encourage each pastor to develop a plan for his or her own use. Pastoral evaluations can help inform the content of these plans, though their form and content is up to each pastor. Such plans could, for example, be addressed to such matters as keeping track of actual workload relative to desired goals, setting short-term or long-term goals, supporting the carrying out of responsibilities, or helping to schedule time for reflection and rejuvenation. If the pastor desires, the subteam will provide help in developing and monitoring this plan, helping it to be a living, breathing document that remains relevant to the pastor's ministry.

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Ending Task

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

The desired end of this process is the creation of a forum for reflection and discussion, with the forum characterized by respect, caring, and a productive outcome for Calvary's pastors and the congregation's ministry. This forum is ongoing and has no desired end point.

End Product

(major 1-5 product/service/info)

1-3 sentence definition for each provision identified

Because the Team's work is confidential in nature, it will not prepare reports that deal specifically with its activities. To ensure the Team is meeting its responsibility to meet with the pastors, however, the Team will submit an annual report to the President and Vice President setting for the dates of its meetings.

If the Team's activities result in matters the Team believes should be addressed in a larger forum, the Team will submit recommendations to the President and Vice President and be available to discuss these recommendations with congregational leadership, staff, or other relevant parties.

Receiver(s)

Who receives the major provisions?

Or, where is the information transmitted?

President

Vice President