

## Three Year In Depth Review Form for Presbytery of Lake Michigan General Presbyter John Best

This form is designed to assist in the three year in-depth review of the General Presbyter (GP). It is based on the job description for the GP and the stated goals of the Presbytery of Lake Michigan and includes opportunity to evaluate the GP in general areas of skills. There is space for additional comment under each item, at the end of each category and at the end of the form. You may also attach additional sheets if necessary. Any detail (examples) you could provide to support your rating would be helpful. If you wish to speak to someone, listening teams are available by request through Staff Services Committee. If you have questions or would like to request an appointment with a listening team, contact Staff Services Moderator Bill Fuerstenau at 517-392-7913 as soon as possible. Please submit this form via mail, (513 West Michigan, Jackson, MI 49201), e-mail (wjf55@acd.net) or in person no later than February 18, 2011.

### Description of Performance Measures

Meets Expectations	Needs Improvement
Performance meets general standards for this position. Job design objectives are achieved.	Performance meets some of the general standards for this position but needs improvement in others.

Read each statement below and check the appropriate box.

Skills and Abilities	Meets Expectations	Needs Improvement	Not Observed/ Do Not Know
Job knowledge...expertise in area of responsibility			
Oral communication			
Written communication			
Leadership style			
Planning and organization			
Interpersonal relationships with colleagues			

Further comments or suggestions...

<b>Meets Expectations</b>	<b>Needs Improvement</b>
Performance meets expectations for this position. Job design objectives are achieved.	Performance meets some of the general standards for this position but needs improvement in others.

Care for and encourage congregations and clergy with God's love, mercy and justice.	Meets Expectations	Needs Improvement	Not Observed/ Do No Know
Taking a pastoral role.			
Actively knowing what is going on in the churches and with clergy.			
Being aware and providing affirmation and effective support.			
The ability to personally connect with persons.			
Understanding and supporting the judicatory process.			
Being a model of self-care and having a positive attitude.			
Being a catalyst and leader for developing systems for caring for clergy			

Further comments or suggestions.....

<b>Meets Expectations</b>	<b>Needs Improvement</b>
Performance meets expectations for this position. Job design objectives are achieved.	Performance meets some of the general standards for this position but needs improvement in others.

Challenge, nurture and educate clergy and			
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congregations to continue growing in their faithfulness together.	Meets Expectations	Needs Improvement	Not Observed/ Do Not Know
Being a team builder and network facilitator			
Personally connecting with clergy and being a friend among colleagues.			
Serving as transition resource, exercising appropriate boundaries in facilitating the call process for clergy and congregations.			
Being an educator, learner, theologian and critical thinker who can meaningfully and effectively communicate with the Presbytery.			
An awareness and communication of events and trends which affect the church (larger and local) and its leaders.			
Shepherding concern and referral mechanisms to individuals and groups.			
Clear understanding and exercise of role and boundaries especially in areas of guidance and discipline.			
Leads by example. Models best practices of professional conduct and openly encourages others in their maintenance of this.			

Further comments or suggestions...

Meets Expectations	Needs Improvement
Performance meets expectations for this position. Job design objectives are achieved.	Performance meets some of the general standards for this position but needs improvement in others.

Provide administrative leadership for staff, committees and ministry teams.	Meets Expectations	Needs Improvement	Not Observed/ Do Not Know
Collegial leadership as Head of Staff			
Learning, keeping and sharing of institutional knowledge.			

Healthy professional boundaries and the ability to make difficult decisions in staff relationships.			
Facilitating the continuing transition of the Presbytery			
Open, clear and adequate communication with groups, individuals and the Stated Clerk			
Exercising and being a model of best administrative practices. For example: returning phone calls, answering correspondence, keeping appointments in a timely manner, etc.			
Providing support to staff through feedback, challenge and encouragement.			
Resource COM: facilitate training, assist in securing reference checks, etc.			
Facilitate the procurement of appropriate candidates for transitional pastoral positions (interim, stated supply, designated, etc.)			

Further comments or suggestions...

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Meets Expectations	Needs Improvement
Performance meets expectations for this position. Job design objectives are achieved.	Performance meets some of the general standards for this position but needs improvement in others.

Represent the Presbytery in denominational, mission and ecumenical relationships.	Meets Expectations	Needs Improvement	Not Observed/ Do Not Know
Active, supportive engagement with presbyteries, synod and GA.			
Be active in broader ecumenical relations, especially as a presence in and networking with the faith community of Southwestern Michigan.			

Thinking about the larger body of Christ so as not to become insular.			
Communicating diverse perspectives within the Presbytery.			
Initiates appropriate action to respond to a situation, e.g. call a leadership meeting.			
Shepherding concern and referral mechanisms to individuals and groups.			

Further comments or suggestions...

Please answer the following questions.

What is your current responsibility in this presbytery? (elder, pastor, committee, etc)

In what capacity have you experienced the General Presbyter?

Was the GP's participation helpful? Timely? Was information clearly stated?

In your experience, does the GP return phone calls, answer correspondence, keep appointments in a timely manner?

In your opinion, what are the most important areas of focus for the GP?

Name (optional)

Please return this form to Staff Services Moderator, Bill Fuerstenau no later than February 18, 2011.

Thank you for participating in this review process.

Staff Services Committee

Rev. Bill Fuerstenau, Moderator, Rev. Katherine Culpepper, Rev. Jeff Garrison, Elder Jeannette Holton, Elder Irv Nichols, Elder Roger Wilkinson