

**To be completed by  
Chairperson of the  
Pastor Parish  
Relations  
Committee**

Board of Ordained Ministry  
East Ohio Conference  
The United Methodist Church



**Staff-Pastor-Parish Chair Recommendation**

*Revised June 2008*

Applicant's Name: \_\_\_\_\_

Present Appointment: \_\_\_\_\_ Number of years: \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Number of years you have known applicant: \_\_\_\_\_ In what capacity: \_\_\_\_\_

The Conference Board of Ordained Ministry must interview all applicants seeking membership in the East Ohio Conference. The purpose of this interview is to determine whether membership at the present time is in the best interest of the applicant and conference.

It is imperative that the Interview Team have as much information as possible about the applicant. As one who has had the opportunity to observe the work of the applicant, we would like you to fill out this Recommendation and Evaluation Form as completely and as honestly as possible. This will help the Conference Board of Ordained Ministry serve the best interests of both the applicant and conference. Please feel free to write additional comments on a separate sheet and attaché it to this form. Thank you!

1. Describe briefly the general context in which you have come to know the applicant.
2. What kind of influence has the applicant made on the congregation? In what way or ways is the congregation different now from what it was when the applicant first arrived?
3. What are the applicant's gifts for ministry?
4. In what areas does the applicant need to grow?

5. What recommendations would you make to the applicant for a more effective ministry?
6. Have these recommendations been discussed with the applicant?
7. What evidence exists that the applicant will continue to grow in ministry?
8. What suggestions would you make to the Interview Team in conducting a more meaningful interview with the applicant (concerns, etc)?
9. Have you any reservations about the applicant's suitability for ministry in the United Methodist Church (e.g. theology, practice, polity, connectionalism, etc.)? If yes, please elaborate.
10. Why would you want this applicant to continue to serve as pastor of your church or in your district?
11. Do you have any reservations about recommending this applicant for orders and membership in the East Ohio Annual Conference? If so, what are they?

## Pastor-Parish Chair Evaluation

Please rate the applicant on the following subjects using the number scale from 1(lowest rating) to 5 (highest rating)

Place an "X" in the box containing the appropriate number response for each item. If you feel unable or unqualified to answer, place an "X" in the box containing the letter "U". Please put any comments in the space beneath each question.

<b>1. Equipping</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How well does the applicant equip members of the congregation for their ministry in the church and community?

<b>2. Pastoral Care</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How do you perceive the applicant's effectiveness and/or interest in delivering pastoral care?

<b>3. Teaching</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How well has the applicant fulfilled the role of teacher/small group leader (e.g. leadership training, confirmation program, short term studies, Disciple Bible Study, Youth Club, etc.)?

<b>4. Preaching</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How effectively does the applicant communicate the Christian message through preaching (e.g. quality of content and delivery, does the message relate to Scripture and life, etc.)?

<b>5. Worship</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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Does the service show planning around a unified theme? How are laity involved in worship leadership?

<b>6. Administration</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How well does the applicant work with the lay leadership of the congregation in carrying out the ministry of the church?

Continue as on the other side 1=lowest rating, 5 = highest rating & U unable or unqualified to answer

<b>7. Outreach and Witness</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How well does the applicant train laity in reaching others for Jesus Christ and the church?

<b>8. Collegiality</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How does the applicant become involved and assume collegial responsibility (e.g. peer groups, district and conference work, etc.)?

<b>9. Community Service</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How active is the applicant in civic and community affairs?

<b>10. Personal Care/Growth</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>U</b>
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How consistently does the applicant follow a discipline of physical, emotional, and spiritual care/growth (e.g. weekly days off, personal devotions, family time, professional reading, continuing education, vacation, recreation, etc.)?

**Please return completed forms to the East Ohio Conference Board of Ordained Ministry  
in care of the Registrar of Local Pastors.**

**Rev. Betsy Schenk, Registrar of Local Pastors  
22 N. Market Street  
Girard, OH 44420**

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Your Signature

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Date