

Annual SAM Ministry Review

After 11 months, the council/supervisor from the congregation, or their designees, along with the Mentor will meet with the SAM to review the SAM's ministry of the previous year. The purpose of this review is threefold:

1. To identify strengths for ministry that the SAM should continue to develop, and which can then be reflected in a renewed SAM-Mentor agreement.
2. To identify growing edges that the SAM needs to address, and which can then be reflected in a renewed SAM-Mentor agreement.
3. To help discern whether the congregation and SAM will agree to enter into another year of ministry with a renewed covenant and SAM-Mentor agreement.

Instructions for completing this process: About 45 days before the final day of the existing covenant between the SAM and the congregation, the SAM, Mentor and Congregation Council (or their designees) will meet to complete this review. Any of these parties can initiate the review process, but *it is ultimately the responsibility of the SAM to ensure that it happens.*

Approx. 45 days before existing Covenant End-date: The parties schedule the review to occur sometime within the next 30 days. *Please inform the synod when this process has begun.*

Approx. 30 days before Covenant end-date: Each participant fills out this form (including the SAM and the Mentor).

Approx. 15 days before the Covenant end-date: The SAM, Mentor and Council or their representatives meet to conduct this review. (NOTE: Synod staff will attend some, though not all, of these reviews.)

During the Review: One member of the council acts as the facilitator.

- Begin with prayer
- Explain this process
- Taking one section at a time, have each person go around and share their answers in that section. The SAM and the Mentor share their responses, too. Do this, always remembering the admonition in Ephesians 4:17 that we are to *"speak the truth in love."*
- At the end, agree together on the action steps.
- End with prayer.
- Send copies of each person's review and the agreed-upon action steps to the synod to Bishop Bill Tesch, btesch@cord.edu and Kip Fontaine, SAM coordinator, kipfontaine@cord.edu
- **Questions?** Please reach out to Bishop Bill Tesch, btesch@cord.edu.

ANNUAL REVIEW

SAM _____

Date _____

1. Preaching:

____: Check here if preaching is an expectation of the SAM.

How often is the SAM expected to preach? _____

Check one:

____: Check here if preaching is a clear strength.

____: Check here if preaching is a possible strength.

____: Check here if preaching is a possible growth area.

____: Check here if preaching is a clear growth area.

Please provide one or two specific examples to support your answer:

If this is a possible or clear growth area, please suggest one or two action steps for the SAM that you can think of.

2. Worship planning and leadership: Worship planning and leadership may include, planning the order of service, special litanies or prayers, selecting hymns, etc. It also includes leading worship and presiding at communion.

____: Check here if worship planning and leadership is an expectation of the SAM.

Check one:

____: Check here if worship planning and leadership is a clear strength.

____: Check here if worship planning and leadership is a possible strength.

____: Check here if worship planning and leadership is a possible growth area.

____: Check here if worship planning and leadership is a clear growth area.

Please provide one or two specific examples to support your answer:

If this is a possible or clear growth area, please suggest one or two action steps for the SAM that you can think of.

3. Pastoral Care: Pastoral care includes visiting the sick in the hospital, visiting the home-bound, caring for people in grief or in need of pastoral support for any other reason.

____: Check here if pastoral care is an expectation of the SAM.

Check one:

____: Check here if pastoral care is a clear strength.

____: Check here if pastoral care is a possible strength.

____: Check here if pastoral care is a possible growth area.

____: Check here if pastoral care is a clear growth area.

Please provide one or two specific examples to support your answer:

If this is a possible or clear growth area, please suggest one or two action steps for the SAM that you can think of.

4. Christian education and formation: This includes confirmation, Sunday school, adult education and any other kinds of education for which the SAM may be responsible.

____: Check here if Christian education and formation is an expectation of the SAM.

Check one:

____: Check here if Christian education and formation is a clear strength.

____: Check here if Christian education and formation is a possible strength.

____: Check here if Christian education and formation is a possible growth area.

____: Check here if Christian education and formation is a clear growth area.

Please provide one or two specific examples to support your answer:

If this is a possible or clear growth area, please suggest one or two action steps for the SAM that you can think of.

5. OTHER: This category may include church administration, leading or advising committees, stewardship ministries and other areas of responsibility.

____: Check here if the SAM has other areas of responsibility.

Please list those other areas here: _____

Check one:

____: Check here if other areas of responsibility is a clear strength.

____: Check here if other areas of responsibility is a possible strength.

____: Check here if other areas of responsibility is a possible growth area.

____: Check here if other areas of responsibility is a clear growth area.

Please provide one or two specific examples to support your answer:

If this is a possible or clear growth area, please suggest one or two action steps for the SAM that you can think of.

Closing Questions for Reviewer:

Which one or two clear or possible strengths should the SAM continue to develop with their Mentor and in their continuing education?

What are one or two suggestions you can provide for the SAM that would help the SAM further develop these strengths?

Which one or two clear or possible growth areas should the SAM focus on in improving with their Mentor and in their continuing education?

What are one or two suggestions you can provide for the SAM that would help the SAM improve these growth areas?

AGREED UPON ACTION STEPS:

The following section is to be completed by the review team (SAM, Mentor and Council or their representatives)

At the end of the discussion: Agree together on two strengths, two growth areas and two action steps for each – write those out here:

After having conducted this review would you recommend to the council that the congregation and SAM enter into another covenant for the year ahead?

____ Yes ____ No

Please explain your answer

Signatures on following page.

Supervisor

Title

Date

SAM

Date

Mentor

Date