

## CLERGY MINISTRY INVENTORY

### Diocese of Algoma

Part of our effectiveness as Christian leaders, not to mention our growth as disciples of Jesus Christ, involves accountability. We are social creatures and God has placed us in community both to nurture others into Christ-like maturity, as well as to be nurtured ourselves. The trials of our ministry are, in part, intended for our sanctification, while our joys are intended to lead us to worship. It is my earnest prayer that this inventory, as inadequate an instrument as it is, will lead us both to growth and to worship.

The following inventory is drawn from the Ordinal. These are the vows we made before God and the people of our Church in our ordination to the priesthood. Of course, ministry involves all the baptized. But we have undertaken a particular commitment to 'edify' the Church (*BCP*, p. 646; *BAS*, p. 647), so we are responsible for recruiting, training, inspiring and equipping all God's people for God's mission in the world. And because our 2009-2014 Strategic Plan attempts to articulate how we see this mission unfolding in the Diocese of Algoma, the inventory also relates to some of the goals of the Plan.

#### Purpose of the Inventory

1. To satisfy an objective of the 2009-2014 Strategic Plan, which is to 'implement an effective Clergy Evaluation Process':

*This should be based, at least in part, on the Benchmarks for a healthy Parish, as outlined in Strategic Objective 1, Strategy 1. It should be overseen by the Executive Committee [ . . . ].*

2. To assist clergy and the congregations they serve in clarifying mutual expectations.
3. To deepen mutual accountability between clergy and their parishes, their colleagues, and their bishop.
4. To establish and promote priorities that embody the Seven Core Values and facilitate the overall goals of the 2009-2014 Strategic Plan.
5. To provide a tool for assessing the professional development needs of clergy in the diocese.
6. To assist clergy in reflecting truthfully and objectively on the stewardship of their time, resources, education and gifts, and to help them to respond to what they see in ways that make their lives more fulfilling and ministries more effective.

7. To assist congregations and parishes in reflecting truthfully and objectively on the stewardship of their time, resources, education and gifts, and to help them to respond to what they see in ways that make their lives more fulfilling and ministries more effective.

The Clergy Ministry Inventory is meant to be a pastorally supportive tool. Its usefulness depends on the existence of an environment of trust, so while it may identify underlying issues requiring intervention, using it coercively will actually destroy what it seeks to achieve.

### The Inventory Process

1. The Inventory will take place on an annual basis, preferably in conjunction with the anniversary of the incumbent's ordination to the priesthood, at a time convenient for the territorial archdeacon.
2. The process should involve a period of prayerful self-examination, preferably in a retreat setting, using the ordinal as a primary focus of reflection. The incumbent will use this as an occasion to develop a set of ministry goals for the following year, using the approved form (attached). The incumbent will begin goal-setting with an appraisal of how well the previous year's goals were met.
3. Following this exercise, the incumbent will meet with the wardens, or one individual elected by the Advisory Board and one appointed by the incumbent, and the archdeacon, to review his or her analysis of the prior year's goals and the proposed goals for the year to come. The outcome of the review will be a document containing an evaluation of last year's goals and a statement of goals for the coming year that can be endorsed by all parties to the review. This document will be signed by the incumbent, wardens and archdeacon and forwarded to the bishop. These will be kept in the cleric's personnel file.
4. Archdeacons will set goals in a similar fashion, with the bishop acting in the place of the archdeacon.
5. The bishop will undertake an annual review as well, with the Archbishop of Ontario in the supervisory role.

### Further Considerations

1. This instrument will be administered only after the archdeacons have received some training in its use.

2. Once this instrument receives the approval of the Bishop, it will be disseminated to all clergy and congregations. This inventory and related documents will be available on the diocesan web site.

Your colleague in ministry,

+ Stephen

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In each category, list no fewer than one and no more than three goals related to how you wish to develop in each ministry area. While some goals may not require the direct support of the parish, they reflect both a responsiveness to the vision and ministry objectives of the congregation as well as one's own ministry objectives and personal ambitions as a disciple of Christ.

Ministry Area	Aspects to consider	Goals	What, if anything, is required from the Bishop or the parish in order for you to accomplish this goal?
<p><u>Personal Life:</u></p> <p>‘Will you do your best to pattern your life and that of your family in accordance with the teachings of Christ, so that you may be a wholesome example to your people?’ (<i>BAS</i>, p. 647)</p> <p>‘Will you be diligent to frame and fashion your own self, and your family, according to the doctrine of Christ; and to make both yourself and it, as much as in you lieth, wholesome examples and patterns to the flock of Christ?’</p>	<ul style="list-style-type: none"> <li>• Quality of relationships with members of your family and parish (‘neither offend nor be occasion of offense’, <i>BCP</i>, p. 649; maintain ‘quietness, peace and love among all Christian people’, <i>BCP</i>, p. 652).</li> <li>• Quality of your personal prayer life; taking retreats and/or spiritual direction (‘Will you persevere in prayer, both in public and in private?’ <i>BAS</i>, p.</li> </ul>		

(BCP, p. 652)	<p>647; 'you will continually pray to God the Father, by the mediation of our only Saviour Jesus Christ, for the heavenly assistance of the Holy Ghost' <i>BCP</i>, p. 650).</p> <ul style="list-style-type: none"> <li>• Involvement in the community outside of church.</li> <li>• Faithful observance of <i>sabbath</i> (days off; holidays).</li> </ul>		
<p><u>Study</u></p> <p>'Will you be diligent in prayers, and in reading of the holy Scriptures, and in such studies as help the knowledge of the same?' (<i>BCP</i>, p. 652); 'Will you be diligent in the reading and study of the holy scriptures, and in seeking the knowledge of such things as may make you a stronger and more able minister of Christ?' (<i>BAS</i>, p. 647)</p>	<ul style="list-style-type: none"> <li>• Discipline and pattern in daily Bible reading ('by daily reading and weighing of the Scriptures, ye may wax riper and stronger in your ministry' <i>BCP</i>, p. 650).</li> <li>• Intentional study of subjects related to effectiveness of ministry ('apt and meet, for their learning and godly conversation, to</li> </ul>		

	<p>exercise their ministry duly, to the honour of God and the edifying of his Church' <i>BCP</i>, p. 645).</p> <ul style="list-style-type: none"> <li>• Use of opportunities for continuing education.</li> </ul>		
<p><u>Leadership of Worship</u>          'You are to preach, to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to preside at the administration of holy baptism and at the celebration of the mysteries of Christ's body and blood (<i>BAS</i>, p. 646).</p>	<ul style="list-style-type: none"> <li>• Quality of liturgical leadership ('Be thou a faithful dispenser of the Word of God, and of his holy Sacraments' <i>BCP</i>, p. 655).</li> <li>• Quality and effectiveness of preaching ('Endeavour so to minister the word of God and the sacraments of the new covenant, that the reconciling love of Christ may be known and received' <i>BAS</i>, p. 647).</li> </ul>		
<p><u>Teaching</u>          'Now you are called to work as a pastor, priest</p>	<ul style="list-style-type: none"> <li>• The time given to, and context and content of your teaching ('Be</li> </ul>		

<p>and teacher' (<i>BAS</i>, p. 646).</p>	<p>messengers, watchmen, and stewards of the Lord; teach, premonish, feed and provide for the Lord's family' <i>BCP</i>, p. 649; 'Are you determined out of the Scriptures to instruct the people committed to your charge, and to teach nothing (as required of necessity to eternal salvation) but that which you shall be persuaded may be concluded and proved by Scripture?' (<i>BCP</i>, p. 651).</p> <ul style="list-style-type: none"> <li>• Effective training of lay readers and servers.</li> </ul>		
<p><u>Evangelism and Mission</u>  'It will be your task to proclaim by word and deed the gospel of Jesus Christ' (<i>BAS</i>, p. 646)</p>	<ul style="list-style-type: none"> <li>• Effectiveness in developing a missional focus for the parish and discipling of others ('Proclaim the gospel of your salvation' <i>BAS</i>, p. 649).</li> </ul>		

	<ul style="list-style-type: none"> <li>Effectiveness of preparation for baptism, confirmation and marriage.</li> </ul>		
<p><u>Pastoral Engagement and Visitation</u></p> <p>‘You are to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor’ (<i>BAS</i>, p. 646)</p>	<ul style="list-style-type: none"> <li>Diligence and faithfulness in visitation (‘In all that you do, you are to nourish Christ’s people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come’ <i>BAS</i>, p. 646)</li> <li>Effectiveness of counselling, recognising appropriate boundaries (‘Seek for Christ’s sheep that are dispersed abroad, and for his children who are in the midst of this sinful world’ <i>BCP</i>, p. 649)</li> <li>Maintenance of confidentiality (‘Absolve and bless’ <i>BAS</i>, p. 649)</li> </ul>		

<p><u>Collegiality and Diocesan Life</u></p> <p>‘Will you, in accordance with the canons of this Church, obey your bishop and other ministers who may have authority over you and your work?’ (<i>BAS</i>, p. 645); ‘Will you reverently obey your Ordinary and other chief Ministers, unto whom is committed the charge and government over you?’ (<i>BCP</i>, p. 653)</p>	<ul style="list-style-type: none"> <li>• Involvement in the affairs of your deanery and the diocese (‘Take your share in the councils of the Church’ <i>BAS</i>, p. 646)</li> <li>• Quality of your relationships with fellow clergy (labouring ‘with your fellow ministers’ <i>BAS</i>, p. 647)</li> <li>• Quality of your relationship with your bishop.</li> </ul>		
<p><u>Parish Administration</u></p> <p>‘To watch over them’ (<i>BAS</i>, p. 649)</p>	<ul style="list-style-type: none"> <li>• Effectiveness in identifying and nurturing the gifts of others.</li> <li>• Effectiveness in leadership of church groups, including participation in church boards.</li> <li>• Faithfulness in fulfilling the administrative responsibilities of your position</li> </ul>		

	<p>(ensuring diocesan forms and reports are carefully completed and promptly submitted).</p> <ul style="list-style-type: none"> <li>• Effectiveness in promoting healthy communication in the parish.</li> </ul>		
<p>ALMIGHTY God, who hath given you this will to do all these things: Grant also unto you strength and power to perform the same; that he may accomplish his work which he hath begun in you; through Jesus Christ our Lord. Amen.</p>			

## **Clergy Inventory Review Acknowledgement**

*We, the undersigned, have reviewed the Clergy Inventory for:*

Incumbent's Name: \_\_\_\_\_

Incumbent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parish Representative's Name: \_\_\_\_\_

Parish Representative's Signature: \_\_\_\_\_

Parish Representative's Name: \_\_\_\_\_

Parish Representative's Signature: \_\_\_\_\_

Archdeacon's Name: \_\_\_\_\_

Archdeacon's Signature: \_\_\_\_\_

Date: \_\_\_\_\_