

## **Episcopal Diocese of Chicago**

### **Overview and Guidelines for Mutual Ministry Review**

Thank you for participating in this exercise. Our experience in the Diocese of Chicago is that regular evaluation of our common work is essential if we are to be exceptional leaders. Often, as a result of Mutual Ministry Reviews, new insights are gained and relationships are deepened. We look forward to facilitating your review.

Those present are usually the head priest, the Wardens, and two Vestry representatives, plus an outside facilitator. This is a good-sized group for a conversation. In some congregations there is a desire to include the whole vestry. Unless the vestry is small, we don't recommend this. However, a report should be made to your vestry, and a less detailed one should be made to the congregation.

The review is intended to be a Fierce conversation, not the reading of a laundry list. By Fierce conversation, we mean one in which participants "come out from behind themselves and into the conversation," are fully present, and speak directly to one another concerning the issues that need to be discussed. This is not an aggressive conversation, but an honest one. Listening is as important in a Fierce conversation as speaking.

#### **The Format**

1. The Rector/Vicar discusses how, in her/his view, work in the parish has gone during the past year; s/he then talks about how her own work has gone. First, what have been strengths/successes/things done well, and then what could be stronger? Next, the Wardens respond to what the priest has said, followed by one or two Vestry representatives doing the same. They can affirm what the priest has said, disagree with parts of it, add items, like, "I think another thing you've done really well is...." Etc.
2. Next the Wardens do exactly the same thing the priest has just done, evaluating their own work. Then the priest and the vestry representatives, in turn, respond to the Wardens.
3. Finally, the Vestry representatives do the same evaluation and invite the response of the priest and the Wardens.
4. If applicable, the group identifies the biggest challenges the congregation will face in the coming year.
5. In Conclusion, based on all that has been said, the Rector, Wardens, and Vestry each establish no more than three goals for themselves for the coming year. Progress on these will be examined in the review a year from now.
6. If there is a larger challenge/goal that would benefit the parish, it should also be named before concluding.

## **Wardens/Vestry Member/Priest Survey for a Mutual Ministry Review**

**Please Note:** This survey is to be completed by each Vestry member, who then gives his/her responses to a designated Vestry member. The Vestry members who are designated to participate in the actual review will draw on this material for their part in the review.

The Wardens and the Rector/Vicar use the identical format in preparing for the review, but change the questions relating to them to the first person (Rector: What have I done well...?; Wardens: What have we done well...?) and the other questions to the third person.

This form is intended to simplify the process. However, we strongly suggest that the Vestry and the Wardens (separately) discuss their answers before finalizing the report to be presented during the Mutual Ministry Review. Similarly, the MMR should be more a conversation than the reading of a list.

Please respond to the following questions as succinctly as possible, listing no more than three points for each question:

### **I. Concerning the Vestry/BC's role and responsibilities in the past year:**

1. What have we done well?

- 
- 
- 

2. What might we change or do differently in the future to be even more effective?

- 
- 
- 

### **II. Concerning the Wardens' roles and responsibilities in the past year:**

1. What have they done well?

- 
- 
- 

2. What might future Warden teams change or do differently to be even more effective?

- 
- 
- 

### **III. Concerning the Rector/Vicar's role and responsibilities during the past year:**

1. What has s/he done well? What are her/his major strengths?

- 
- 
- 

2. What might s/he change or do differently to be even more effective?

- 
- 
- 

**IV. What do we anticipate will be the two biggest challenges that parish leadership will face in the next year?**