

General Guidelines for Evaluations Conducted by the UUCLC Committee on Ministry

A primary function of the Committee on Ministry (CoM) is to “evaluate the Church’s ministry (i.e., mission, vision, goals, covenant, shared ministry, etc.) with evaluations tailored to the congregation’s perceived ministry needs” (Policies and Procedures for UUCLC Committee on Ministry). Each year the CoM produces an Annual Report that summarizes, draws implications, and produces recommendations for church leadership (e.g., Minister, Board of Trustees (BoT), ministry teams and committees) from the data obtained through the evaluations of the ministry it conducts during the year.

One part of the report reviews end-of-year reports, requested by CoM from ministry teams, Minister, staff, Congregational and Board committees, and the BoT. Participants are asked to provide in their report 1) committee mission, 2) annual goals and how they supported the mission, 3) annual activities and how they supported the goals, 4) successes and how they were measured, 5) problem areas, 6) goals for the upcoming year, and 7) (for the BoT, ministry teams, and committees) a list of group members, including identification of the chair or co-chairs. In any given year, other timely and needed information can be requested. This reporting format facilitates the church to determine, over time, the strengths and opportunities for greater impact of our many ministries.

Additional parts of the Annual Report are based on other evaluations conducted by the CoM during the year. An example would be a survey of congregational members based on a perceived ministry need like improving communication or implementing the 8th Principle.

The Annual Report is published on the CoM’s webpage/UUCLC website. It contains a summary of the year’s evaluation results and all of end-of-year reports. Publishing all of the end-of-year reports in one place on the web, makes them accessible and more useful to the congregation. In particular, a ministry team can refer potential new members to their most recent reports to familiarize them with the mission, goals, and activities of that team.