

Specialized Transitional Minister REPORTING FORMAT

STM reporting is valuable as a way for STMs to remain accountable to program leaders at Thrive as well as to one another. It is also important as a way for Pastor Church Leaders to provide support to STMs and hear from them about the priorities that have been selected. Such information is helpful data for continuing to refine the STM program.

The format that has been adopted for reporting is an attempt to balance simplicity and helpfulness (or thoroughness).

The staff of Thrive will describe for all parties this identification and evaluation process each time an STM begins a new assignment. Reports are requested from the STM to key Thrive staff, in the context of the following milestones:

1. **IDENTIFY:** Within the first three months the STM and congregational leaders will identify *together* the goals/priorities to focus on. It is recommended that 3-4 priorities be identified initially (more is fine), with others being added later, if needed. These will be reported to key Thrive staff.
2. **EVALUATE:** At the 9 month mark, the STM and congregational leaders will review the progress made toward the identified goals/priorities, and make adjustments as needed. For example, some of the original goals/priorities might have been accomplished or set aside and new objectives added. In other words, this process is marked by some degree of fluidity, all in the service of deepening the health of the congregation. It also may be that sufficient progress is noted that the contract can be concluded at the 12-month interval.

At the 12 month mark (and subsequent 3-month intervals, if further contract extensions are agreed upon), the same will happen.

3. **REPORT:** At the end of the STM's time with the congregation, regardless of how long the contract has been, a final review will be conducted and a full report will be created and sent by congregational leadership to key Thrive staff.
4. Thrive does not maintain a template for churches to follow when it comes time to write the final STM evaluation. It seems important to leave such process decisions to councils themselves. That being said, the following might serve as a possible protocol. A council could:
 1. Strike a 2-3 person committee to lead the evaluation process, with a clear mandate.
 - a. To provide the council with a proposed assessment of the STM experience.
 - b. The proposed assessment should include a certain number of voices from the congregation, the voices of the transitional leaders, as well as input from the council members. It would be up to the committee to determine how best to obtain these input items, how to weight the data, and how to summarize it into a coherent report.

- c. The proposed assessment should be given to the STMs as an information item, and the STMs should be given the opportunity to offer comments on the draft.
 - d. The committee could be authorized to determine if the input is to be incorporated into the draft or simply received for information. Council could then adopt or tweak the proposal, and send its final form to Thrive.
2. The assessment could describe how well transitional goals/priorities have been met, the level of the STM's capacity to help the church meet its transitional goals, and it could paint a picture of how well the church has responded to the STM's leadership. Finally, it could provide a statement regarding the church's readiness (or lack thereof) to call its next pastor.